Treasurer's Resource Guide

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Getting Started

Getting Started Checklist

- ✓ **Review the Student Organization Treasurer's Resource Guide.**
  This will make sure you are familiar with all policies that relate to your organization's finances and you are aware of everything that is expected of you as treasurer.

- ✓ **Meet with the Student Life Finance Officer and your Advisor.**
  The Student Life Finance Officer will be your main resource for any financial policies your organization must comply with when using your Student Activities Budgets. In some cases there are external requirements outside of the University in which your advisor will be the better resource. For more information about advisors see p.8 "Role of the Advisor".

- ✓ **Understand the current financial situation of your organization.**

  - How much money do you have?
  - What events are you currently planning?
  - Do you have the funds to support these events?
  - What fundraising do you have planned?
  - Do you have a budget?

  Your ability to understand your organization's current financial situation is vital to the success of your organization this year.

- ✓ **Have a transition meeting with the previous treasurer.**
  The past treasurer is the best person to help you understand the expectations your organization and the University have for you as treasurer. They can also give you first hand advice for meeting the expectations.

- ✓ **Ask Questions!**
  The worst thing you can do is think that a problem will fix itself. If there is something you don't understand or doesn't seem quite right-ACT IMMEDIATELY. Contact your advisor or the Office of Student Life.

- ✓ **Attend Treasurer Training**
  Student organizations interested in requesting university funding or accessing funds in a University account are encouraged to have their treasurer attend a treasurer's training session. All treasurers are encouraged to attend even if not required.

- ✓ **Begin creating your budget**
  See p.11 "Budgeting" for more information about how to create a budget

Qualifications for the Treasurer Position

For an organization member to be treasurer, that person should meet the following minimum qualifications:

- Have an academic and co-curricular schedule that will not interfere with his/her duties as treasurer.
- Have some familiarity with accounting procedures or be willing to study and learn.
- Be conscientious, prompt, efficient and one who pays careful to details.
- Be able to schedule his/her duties, such as establish office hours, and then adhere to that schedule.
- Be willing to work closely with and to accept suggestions from the organization's advisor, the Office of Student Life and the rest of the organization.
- Have a minimum 2.0 **cumulative and previous semester** GPA or the GPA required if above the Office of Student Life's requirement to hold your office.
- Be in good standing with UMSL

Office of Student Life

The Office of Student Life provides opportunities for students, their parents, and families to become involved in and connected to the University of Missouri-St. Louis. From admission through graduation, the office is a source of meaningful co-curricular experiences. Through programs and services the college experience is enriched, the University's Core Values are promoted, personal growth and development are facilitated, and the educational mission of the University is supported.

As a treasurer, The Office of Student Life (OSL) is your principal resource for assistance with managing the finances of your student organization. OSL provides treasurer training throughout the academic year, and this manual will help to give you a more complete understanding of the role OSL will play in helping your organization be successful.

Please contact us with any questions you may have throughout your term as treasurer.
366 Millennium Student Center, 314-516-5291

UNIVERSITY ACCOUNTS

What is a University Account?
All funds allocated to the organization from University-controlled sources (i.e. SABC allocations, and allocations from other university departments) must be maintained in a University account and spent in accordance with all University policies and procedures.

Bi-Monthly Statements
The Office of Student Life will provide every student organization that holds a University account with a bi-monthly statement that will list all account activity year to date. (see p.4 "Reading your Monthly Account Statement"). You can also request a copy of your budget statement at anytime from the representative at the front desk of the OSL.

Treasurer Training
Student organizations interested in requesting university funding or accessing funds in a University account are encouraged to have their treasurer attend a treasurer's training session.

Account Sweeps
At the end of every University fiscal year (June 30) all student organization accounts will be emptied of all monies left over from SABC funding. Funds raised by the organization (dues, fundraising etc.) will remain in the account.

BASIC INFORMATION

<u>FINANCIAL MANAGEMENT AND ACCOUNTABILITY</u>

Treasurer Training
Student organizations interested in requesting university funding or accessing funds in a University account are encouraged to have their president and/or treasurer attend annually a treasurer's training session. The president and/or treasurer will understand and comply with University policies related to initiating contracts. Organizations may also complete an alternative plan approved by the Coordinator of Student Organization Programs prior to submitting a request for funding and/or accessing University funds.

University Accounts
All funds allocated to the organization from University-controlled sources must be maintained in a University account and spent in accordance with all University policies and procedures. If a student organization receives University funding, they are not permitted to have a non-University account for those funds.

Contract Negotiation
Student organizations can seek advisory support about contract negotiation from the Office of Student Life. Organizations wishing to bring a speaker or performer in or wish to engage in a contract should fill out a pre-contract worksheet (see appendix A Form #5). Pre-Contract worksheets help guide you on the appropriate questions to ask so that the OSL has all the necessary information to complete the right contract.

Please note, that the student organization is solely responsible for any contracts entered into by the organization or any debts incurred by the organization. All contracts must be signed by the Director of Business Services once approved by the OSL. ORGANIZATIONS MAY NOT SIGN ANY CONTRACT FOR APPEARANCES, PERFORMANCES, SERVICES OR THE LIKES OF, THAT ARE USING SABC FUNDING TO PAY FOR THE CONTRACT OR IF NOT USING SABC FUNDING BUT ARE USING UNIVERSITY PROPERTY FOR THE EVENT.

Partnerships and Co-Sponsorships
Student organizations are encouraged to work collaboratively and form partnerships with other student organizations and University departments. Student organizations may intentionally seek co-sponsorships from other organizations and/or departments; however, blanket solicitation is not permitted. Blanket solicitation includes sending out generic co-sponsorship letters to departments and organizations. Co-sponsorships are permitted when the student organization and/or department being asked for a co- sponsorship has (a) a significant role in the planning of the event, (b) the program is identified as an annual department or organization goal or strategy, or (c) the mission complements the mission of the organization. ***<u>ORGANIZATIONS WHO DO NOT HAVE A LINE ITEM FOR CO-SPONSORSHIP, BUT WISH TO COLLABORATE MUST SEEK APPROVAL FROM THE SGA COMPTROLLER BEFORE OFFERING CO-SPONSORSHIP FUNDING FROM THEIR SABC BUDGET.</u>***

READING YOUR BI-MONTHLY ACCOUNT STATEMENT

The Office of Student Life will provide every student organization that holds a University account with a bi-monthly statement that will list all account activity during the previous month. The following is your guide to reading and understanding your bi-monthly statement. It is important that you take the time to review your bi-monthly statement to ensure that you are aware of all transactions that have been charged to your account. The following page is an example of a bi-monthly statement provided by the OSL. Organizations are encouraged to keep track of their income and expenditures. The spreadsheet from the Office of Student Life is merely a resource tool and should only be considered as such.

Student Government Association

Mo Code

Dept ID

Beginning Balance	
SABC Allocation	$110,400.00
Revenue	$0.00
Total Expenses	($55,503.35)
Encumbered	($593.41)
Total Available Funds	$54,303.24

#	PSAcct	Date	Description of expense	Payment info (invoice #, ProCard, check #, etc.)	Cleared	Encumbered
	REVENUE					
	Highlight and insert line here					
				Total Revenue	$0.00	$0.00
#	**EXPENSES**					
1	General Operations				$38,400.00	
	7/11/2008		Toner for printer		($64.44)	
	7/22/2008		SGA Business Cards		($120.00)	
	8/13/2008		walmart	d's procard		($78.40)
	8/5/2008		Discount office supplies	d's procard		($7.62)
	8/5/2008		Display's to Go	d's procard		($148.74)
	Highlight and Insert row here					
				Total amount spent	($184.44)	($234.76)
				Remaining Balance	$37,980.80	

SABC ALLOCATION: This section reflects the total award amount provided to the organization by SABC for the academic year.

REVENUE: This section records any deposits made to the organization that weren't associated with an expense. It also records expenses that are paid for by funds from revenue earned. The total from this section is also reflected in the gray summary section located at the top right of your spreadsheet.

EXPENSES: This sections shows your programs awarded by SABC and any new programs you may have been reallocated for. Each subsection of this section shows the individual expenses and deposits associated with a particular program. It also shows you the amount spent totals and the amount remaining for the individual subsections.

CLEARED: This column reflects charges and deposits that have been received and posted in the University Accounting System.

ENCUMBERED: This column reflects charges that we are aware of or deposits we are aware of that have not been posted in the University Accounting System. These potential charges and deposits are accounted for in your summary section of the budget located in the top right section of your budget sheet. These additions and subtractions are calculated in that organizations total to give a more realistic stand point of the organizations financial standing.

( ): Any number that is red and in parenthesis are numbers items being subtracted from your budget. If an individual program end remaining balance is red and in parenthesis, and organization must seek reallocation from the SGA Comptroller to cure that deficit. Numbers that are in the black are positive numbers that are usually reflective of a deposit. End balances for an individual program that are in the black may be sought after for reallocation if the organizations total overall balance is in the black and not the red.

ROLE OF THE ADVISOR

Every student organization is required to have a staff or faculty advisor. This advisor should play a significant role in your organization and in your position as treasurer. On a large scale, the advisor should have a basic understanding of everything going on within the organization at a given time. It is their job to oversee your organization's operations and to be available to answer any questions you might have more specific to your position as treasurer.

All student organizations are required to have an advisor who is a full-time staff or faculty member at UMSL.

Within the context of the broader mission and policies of the University, advisors shall share insights and directions that allow student organizations to further their objectives and enhance the meaningfulness of organization membership.

Specific responsibilities of the advisors shall be to: regularly attend general and executive board meetings; provide guidance to the officers; receive copies of all financial statements from the treasurer and oversee all financial transactions of the organization; ensure that officers meet the minimum requirements for holding office as established by the University and the organizations constitution and by-laws; provide consultation concerning membership selection procedures, and responsibilities; review and sign the organizations registration packet.

TAX EXEMPT STATUS

The University, and therefore money spent from all University accounts, is exempt from all Missouri sales taxes, some neighboring states taxes and many federal taxes. The Office of Student Life will furnish tax exemption certificates to all vendors who request them. Student Organizations who request and are approved for the Office Procard will also be furnished with a copy of the tax exemption letter to be used while making purchase on the Procard on behalf of the organization. The UM-System Business Policy Manual states the following in regards to Tax Exemptions:

Tax exemptions - purchases paid by an employee/student

Please note: Where feasible and appropriate, employees should have the University pay pre-trip travel expenses and all non-travel purchases directly. No state or local taxes should be charged in cases where it is a Missouri vendor **or** out-of-state vendor for which the University is exempt.

In-state

University of Missouri employees who purchase goods and services from Missouri vendors solely for University purposes, and in conformity with University regulations, may request that Missouri and local sales taxes not be added to their bill.

The employee should present:

(1) a copy of the Missouri Sales and Use Tax Exemption Certificate, and,

(2) their University identification card.

Out-of-state

University of Missouri employees who purchase goods and services from **non**-Missouri vendors solely for University purposes, and in conformity with University regulations, may request that sales taxes not be added to their bill. Below is information about most states' sales tax exemptions.

***Please keep in mind that this refers to state sales tax. Hotels often charge other types of taxes that the University may not be exempt from.*

States With Exemptions

State	Exemption #	Expiration Date per Document	Document	What You Need To Do To Substantiate The Exemption
Colorado	n/a	n/a	Yes	Provide copy of Missouri Exemption Letter to vendor
Florida	78-23-050510-57C	5/31/2009	Yes	Provide each vendor with a copy of Florida certificate of exemption
Idaho	n/a	n/a	Yes	Purchaser must complete Form ST-101 and submit to each individual vendor
Illinois	E9983-5738-05	5/1/2011	Yes	Provide Illinois Exemption number to vendor
Kansas	n/a	n/a	Yes	Purchaser must complete Form ST-28E and provide copy to each individual vendor
Kentucky	n/a	n/a	Yes	Provide a copy of completed Kentucky out of state exemption certificate.
Michigan	n/a	n/a	Yes	Must complete Sales & Use Tax Certificate Exemption Form 3372 and provide it to each vendor
Minnesota	n/a	n/a	Yes	Purchaser must complete Form ST3 and present to each vendor
New York	n/a	n/a	Yes	Purchaser must complete state tax exempt registration Form ST-121 and present it to each vendor
North Dakota	E-5496	n/a	Yes	Provide Copy of ND Cert of exempt Status issued 5/1/90
Ohio	n/a	n/a	Yes	Purchaser must complete Form STEC-13 and present it to each vendor
Rhode Island	4065	n/a	Yes	Provide copy of Certificate of Exemption

Texas	n/a	n/a	Yes	Fill out and provide Texas Sales Tax Exemption Certificate
Wisconsin	ES 34809	n/a	Yes	Provide Wisconsin Certificate of Exemption Status

States with no Sales Tax

Alaska	Hawaii	New Hampshire	Oregon
Delaware	Montana	New Mexico	

States in which we do not qualify

Alabama	Indiana	Minnesota	Oklahoma	Virginia
Arizona	Iowa	Mississippi	Pennsylvania	Washington
Arkansas	Louisiana	Nebraska	South Carolina	West Virginia
California	Maine	Nevada	South Dakota	Wyoming
Connecticut	Maryland	New Jersey	Tennessee	
District of Columbia	Massachusetts	New York	Utah	
Georgia	Michigan	North Carolina	Vermont	

ROLES OF THE TREASURER

The treasurer of any organization plays one of the most vital roles in ensuring that the organization can operate successfully. Careful monitoring of budgets, income and expenses will prevent the organization from facing penalties for late payments, from overdrawing accounts and may also lead to increased University funding in future years. Therefore, it is important that you, as a treasurer, take your responsibility seriously. The responsibilities of the treasurer include:

- Budgeting
- Maintaining a Transaction Log
- Keeping the Organization Informed
- Training the Incoming Treasurer

Detailed descriptions of these responsibilities can be found below. Please read them carefully so that you are aware of what is expected of you.

BUDGETING

A budget is a plan for how money will be used. Just as you wouldn't take a trip without planning a route and making sure you had enough money for the journey — you should not embark on the year without making a plan for how your organization will generate and spend its funds. Budgeting is the basis for all of your duties as treasurer. You maintain a transaction log to ensure you are operating within the budget; you can share the budget with your organization to keep them informed of financial planning and decisions; and a good budget can be a helpful starting place when training a new treasurer. However, budgeting can be an intimidating process especially for someone who has never done it before. This section is meant to be a starting place for your budgeting process. If you need further assistance please contact your organization's advisor or Student Life Finance Officer in the Office of Student Life.

A Budget is...

- An organizational tool to help you plan for the financial success of your organization
- A plan of the revenues you expect to bring in
- A plan of the expenses you expect to have
- Made for a specific time period: usually a semester, academic year or calendar year
- Not written in stone and should be updated to reflect new circumstances throughout the budgeting period.

A Well-Planned Budget Can...

- Aid in decision making
- Provide a historical reference to be used for future planning
- Compel members of your organization to use funds efficiently
- Positively influence SABC funding decisions
- Ensure that you will be able to use all SABC funding allocated to you Basic

Components of a Budget

- A specified time period to which the budget applies (usually a semester, academic year or calendar year)
- An estimated detailed breakdown of expected fundraising
- An estimated detailed breakdown of SABC funds received
- An estimated detailed breakdown of expenses expected to be incurred and what type of funding (fundraising or SABC) will be used to pay them.

Creating a Budget

- **Plan Ahead**
  - Begin preparations significantly in advance of the close of the current semester/year
- **Look at the Past**
  - Review past budgets and financial statements of the organization
  - Determine available funds (i.e. carry over balance from previous year) • Anticipate the Future
  - Estimate expected income from organization sources (such as dues and fundraising) and when it is expected to be available
  - Prepare an outline of your organization's planned activities for the upcoming semester/year
  - Do careful studies of the costs related to planned activities
  - Identify general organization expenses (advertising, rentals, printing, supplies, etc.).
- **Involve your organization**
  - Involve your organization as much as possible. Ask officers to submit budget proposals for the needs of their position
  - As a group, rank activities by their relative importance; decide which activities are the wisest expenditures of funds
  - Negotiate as necessary. Eliminate unessential expenditures or limit certain expenditures
  - Vote to approve the budget once it is finalized
- **Decide**
  - Decide which activities will be held
  - Determine the amount of funding that will be needed to hold each activity
  - Determine the types of funding that will be used for each activity (i.e. fundraising, SABC)
- **Organize**
  - Review all the information you have gathered and assemble it into a final budget; the budget must be flexible to anticipate conditions that might have been overlooked during the planning process

Budget Preparation Process

Listed is a suggested process that can assist you in budget preparation:

1. Brainstorm for ideas- Assemble your group and instruct everyone to think of and verbalize as many ideas, activities, projects, etc., as possible to be considered for the coming year's calendar. Write each idea on a chalkboard or flip chart as it is suggested.
   (a) Establish a reasonable time limit
   (b) Do not discuss ideas
   (c) Do not criticize, praise or judge ideas
   (d) Be spontaneous-no hand –raising-just call them out
   (e) Repetitions are okay at this point
   (f) Quantity counts
   (g) Build on each other's ideas
   (h) Don't be concerned about periods of silence
2. Group ideas into related categories for review to determine which ideas more fully support your organizations goals and objectives. Decide which ideas are most promising and which can be eliminated.
3. List ideas according to your priorities,
4. Estimate the costs that will be involved in the daily administration of your organization (paper, pencils, copies, etc.) Divide these costs into an itemized budget.
5. Decide on a plan to obtain funding.
6. Use this funding to pursue the goals and objectives you had originally set for your organization.

MAINTAINING A TRANSACTION LOG

Maintaining an accurate and up-to-date transaction log is your best tool to make sure that your organization is functioning within its budget and will be able to cover all upcoming expenses. You are maintaining a high-quality transaction log if...

- You are always aware of how much money the organization has
- You know how your organization's money is being used
- You know where your organization's money is coming from

You can use the same budget sheet format as the bi-monthly statements provided from the Office of Student Life. That will make it easier for you when meeting to discuss transactions with the Student Life Financial Officer.

You should always...

- Make deposits ASAP
  Deposit all cash, checks and money orders in the organization's account as soon as possible Duplicate receipts
- Make copies of receipts for expenditures and deposits
- Save receipts
- Receipt copies should be kept after payment is submitted
- Pay by check
  Pay all bills and reimbursements by check through the organization's University account
- Reconcile your account
  Reconciling your account monthly makes sure that you have accounted for all money that has come into and left your account and allows you to make sure that no unauthorized transactions have taken place.

Potential Problems

- **Delinquent accounts**
  Monitor the follow-up of overdue bills and keep the advisor informed of the state of those accounts.
- **Spending outside the budget**
  Despite the best planning, occasionally actual expenses exceed what was budgeted. If that happens, review your budget with your advisor, president, SGA Comptroller, and the Finance Officer for the OSL to develop a way to either cut other expenses or generate more funds and bring the budget back into balance.

KEEPING YOUR ORGANIZATION INFORMED

Keeping your organization informed of its financial situation may seem like common sense but it is very easy for a treasurer to get so involved in their own position that they forget to let everyone else know what is going on. Here are some tips for communicating the complexities of your position to the rest of your organization.

- **Create officer budgets**
  Depending on the size of your organization, it might be helpful to create individual budgets for certain officers at the beginning of the semester or year. These could range from granting each officer a certain amount of money to outlining specific line items they can spend money on. If you choose to do this make sure to ask for their input when you are creating the budget and keep track of the individual budgets throughout the semester/year.

- **Give a monthly financial summary**
  Once a month, give your organization a brief rundown of your financial status. A quick announcement in an email or at a meeting should be enough to provide a rundown of any problems or successes of the past month and events coming up in the next month.
- **Get others involved**
  Your job as a treasurer can be very time consuming, especially if you are responsible for a large organization. Depending on your needs it might be helpful to delegate other members to help you with tasks such as membership dues, specific events (i.e. put one person in charge of your spring banquet finances) or compiling estimates while budgeting.
- **Meet with your advisor**
  Regular meetings with your advisor will give both of you a better understanding of the current status of your organization and keep you on top of any problems that may arise.

TRAINING THE INCOMING TREASURER

At the end of your term, you should take the time to train the incoming treasurer with the policies and procedures that must be followed and to acquaint that person with the current standing of the organization's finances in your University account. Some key features of a successful transition program include:

- **Shadow Period**
  Establish a shadow period for the new treasurer so they may observe and gain an understanding of the responsibilities involved with the position.
- **Meet with your Advisor**
  The current and incoming treasurer should meet with your faculty/staff advisor to review the most recent financial statements and discuss overall finances of the organization.
- **Pass down and review Resource Guide**
  Pass on this resource guide to the new treasurer, taking the time to go over the material in the binder, especially the forms.
- **Highlight Important Dates**
  Including when SABC funding forms are due and when outstanding bills are due. Do not leave any surprises for the new treasurer.
- **Discuss Challenges**
  Discuss the issues that you faced and offer advice on how those challenges might be addressed in the future.
- **Update Office of Student Life**
  Notify the Office of Student Life of the change in officers.

END OF ACADEMIC YEAR/SUMMER RESPONSIBILITIES

Plan ahead
If your organization requires the membership to approve all expenditures, have all purchases approved before or during the final meeting.

Make arrangements for summer bill payments
Purchases charged for end of the year banquets and events come due the end of May/early June when most students have left campus. It is imperative that arrangements be made for the payment of those invoices.

FUNDRAISING

<u>FUNDRAISING POLICIES</u>

All fund-raising activities require the University's prior approval before any action can be taken on behalf of the University or any of its sub-organizations, groups or individuals. They include all events like selling advertising, car washes, calling on various businesses for product gifts or for cash gifts from any individual corporation or foundation.

A memo to the Director of Student Life with a copy to the Comptroller of the Student Government Association in detail is required. The memo should include the date of the fundraising event/activity, the associated costs and the estimated amount to be raised (WHO, WHAT, WHEN, WHERE & WHY).

FUNDRAISING IDEAS

Walk/Bike-A-Thon
This involves getting people to pledge a certain amount of money for each mile the participant in the event walks or bikes. People can also donate a set amount of money instead of making the per-mile pledge. There are many types of thons:
Jogging, Swimming, Bowling all work.

Sales and Services
Selling merchandise or services is an easy way to raise money. Using donated services or items for: bake sales, car washes, massages, etc.., can raise money. Selling items like: bagels, t-shirts, buttons, or candy bars will probably have some overhead, so make sure not to over order or you might actually lose money.

Auction
Holding an auction where friends of your group donate art work, services, or even handmade goods can also lead to a good fund raiser. The key to this is to have people donate their goods and/or their time.

Ads/Ad Books
If your organization has a publication, getting businesses to donate money for ads can be a good way to raise funds.

Rummage Sales
Here people from the community donate old clothes, books, toys, etc.., which are then placed on sale to the public. Because there are usually no overhead costs, it's hard to lose money on a rummage sale.

Benefits
Performances by bands, theater groups, singers, poets, and other artists can prove helpful in raising funds for your group. Getting the performers to donate their time is the key to this project. Also holding dances where people purchase tickets can also prove profitable. In order to hold a dance, a venue will have to either be donated, or rented cheaply in order to make money.

Dinners
Many organizations hold fund raising dinners because they are enjoyable as well as good sources of funds. In order to make money, you have to charge a good deal more than the actual cost of the dinner, unless the food is donated. Also make sure not to order too much food or the over head cost could be higher than the amount you made.

Selling Flowers
Consider selling flowers around holidays, such as roses around Valentine's Day, wreathes around Christmas, etc.

Collections
Asking members of the group to pay dues or asking for contributions at rallies can also be an effective way to raise money.

Other Ideas
Used book sale, car wash, pet wash, art/poster sale, fashion show, haunted house, 5k run, marathon, dunk tank, carnival, talent show, finals care packages, work concession stands at sporting events/concert, tournaments etc...
(the above list was compiled with the help of www.campusaction.net)

RESOURCES

If you need more help coming up with ways to raise funds for your organization try some of these resources.

- **Fundraising companies**
  Many companies exist for the sole purpose of helping your organization raise funds. Make sure to gain a full understanding of the contract you are entering into before you pay anyone to help you fundraise. Some websites to help get you started: www.fundraisingweb.orq, www.fundraisinq-ideas.com, www.campusfundraiser.com. See item (h) in the Fundraising policy for further guidelines about fundraising vendors.
- **Other organizations**
  Joint fundraisers are great because you can split the costs of putting on the event and you have a larger pool of people to participate. This is especially appropriate if there are other organizations on campus or in the St. Louis community with goals similar to your own. See the Office of Student Life website for a full listing of current student organizations.

HANDLING CASH

Handling cash is one of the riskiest jobs you have as a treasurer. Without cash handling policies and procedures in place, those who handle cash open themselves to accusations should anything go wrong. When handling cash from fundraisers and events where cash is used you must make every effort to ensure that all cash is collected, transported and deposited into your organization's account successfully. You can make deposits daily if you so choose to do so.

Cash Handling Tips

- For events where admission is charged, record counts of attendees and the amount paid. This can be accomplished in several ways such as, wrist band counts, a manual count or use of a hand counter.
- Have two members count, confirm and sign off on the total amount any time cash is being transferred between responsible individuals.
- Pay all expenses from your University account —either by check or through properly documented reimbursements from the account to individuals.
- As soon as possible, during business hours, deposit all cash and checks into your organization's account at the Office of Student Life.

REQUESTING FUNDS

STUDENT ACTIVITIES BUDGET COMMITTEE (SABC) FUNDING

What is it?
The Student activity budget committee (SABC) consists of students appointed by the Student Government Association and approved by the Vice chancellor of Student Affairs. The Director of Student Life serves as the non-voting chair of the committee. This Committee is charged with recommending to the Chancellor, through the Vice Provost of Student Affairs, the allocation of Student Activity/ Service Fees to Gold Level student organizations.

How Do They Decide On The Allocations?
Allocations are made based upon the organization's request. The budget request forms include:

1. An itemized projected budget per program

2. Justification for funding and, if funded in the past

3. A report on how these funds were spent to accomplish the goals of the organization

The SABC committee also considers how well the organization prioritizes and meets its program funding needs. It is expected that each group receiving funds will use them. Doing this, may increase their chances of receiving future budget requests. Organizations receiving funding must comply with the University Policies and Procedures regarding the usage of funds.

What Does My Organization Do When It Receives Its Allocation?
When the final amount of your allocation is determined by the SABC, you will receive an itemized award letter. This itemized budget will be used throughout the year in the preparation of monthly financial statements that your organization receives from the Office of Student Life. This information will be helpful in tracking expenses and preparing future budget requests.

Why Do We Need To Budget?
Budgeting is important for the continued success of your organization. When planning for the future, it is extremely helpful to look back on past experiences. Comparing the goals and objectives that were set with what was actually accomplished, will assist you in measuring your organization's performance.

When does all this happen?
The budget process begins in October/November with budget preparation workshops. Attendance at these workshops is MANDATORY for those organizations that wish to apply for funding. The deadline for submitting the budget request form is the first Friday after the spring session begins in January. The SABC committee then conducts budget reviews in February and March. Some organization may be asked to appear before the committee to answer questions about their budget request. Organizations may appeal their SABC initial allocations. In May, the final allocations are recommended through the Vice Chancellor for Student Affairs to the Chancellor for approval. The funds may then be expended during the following fiscal year, which begins July 1 and runs through June 30.

Using Organizational Funds

Accessing your organization's Account

1. The forms you will need to access your student activity/service fee monies are available in the Office of Student Life.

2. Please type or use black ink and print legibly on all forms. (**NO PENCILS**)

3. Alcohol may not be purchased with organization funds.

4. Approval is required before you purchase anything!

Programming/Travel/Operation Funds

Programming funds are awarded to support events which enhance the educational, cultural, and social experience of UMSL students and are available for participation by the entire student body.

Operations Funds
Operating funds are awarded to support day-to-day expenses of recognized student organizations.

Operation funds may be spent for costs of within the following limitations:

- No expenses for personal or office computer purchases
- No purchases for office equipment/supplies that can be used from year to year (i.e., clock, file cabinet)

Travel Funds
Travel funds are awarded to support and to assist with travel expenses that directly aid the organization in achieving its mission. Travel includes conferences, training sessions, competitions, and other off-campus events outside the city of St. Louis, MO that enriches the resources available to student organizations. Travel funds must be spent in compliance with the UMSL travel policy. Funds to support participation in tournaments or competitions which require qualification should be requested only after the organization has qualified.

Travel funds may be used to cover the costs of:

- Vehicle rental
- Lodging
- Tolls
- Registration and entry fees
- Mileage reimbursement for travel, at the standard University rate
- Advisor travel cost as prescribed by the UMSL travel policy

The Office of Student Life assists organizations who have funding for travel secure payment for travel in advance. The travel request form (Appendix A-Forms #1) can be found in the OSL in the same location as organization mailboxes are located. If you need assistance locating it or filling it out please see the representative at the front desk of the OSL. The following policies are in effect for all organizations and individuals of the University of Missouri-St. Louis in regards to travel:

Current Meal Allowances

Domestic Meal Allowances - Includes tax and gratuity

Reasonable and necessary amounts are allowed for meal expenses not to exceed:

Breakfast	$10.00 per person
Lunch	$10.50 per person
Dinner	$21.50 per person

Full reimbursement in excess of the maximum amount per meal is allowed when guests of the University are involved. Receipts must be provided when requesting exceptions to the maximum. Prescribed maximums are not to be treated collectively as per diem allowances nor are they to be used individually without regard to the actual and necessary expenses. If actual expenses are less than the prescribed maximum, reimbursement will be allowed only for actual expenses.

Effective for all meals incurred after July 1, 1996:

> Reimbursement for Meals When Traveling Overnight
>
> All meals are reimbursable within the above guidelines.
>
> Reimbursement for Meals When No Overnight Travel is Involved
>
> Meals are reimbursable under the above guidelines only when they are part of a meeting or activity including other individuals to discuss University business. If the meal is part of a group meal or organized banquet where each participant pays individually, the meal is reimbursable under the above guidelines as long as the Travel Expense Voucher includes an explanation as to the business purpose of the meal and the other individuals or group present. Meals eaten alone are not reimbursable.

Foreign Travel Meal Allowances

Effective for foreign travel taken on or after September 1, 1996:
For travel outside the U.S. and Canada, reimbursement is allowed for meal expenses at a rate not to exceed that prescribed by the U.S. Department of State Standardized Regulations (Section 925) for "Meals and Incidental Expenses (M&IE)". This information can be accessed on the World Wide Web (WWW) through http://aoprals.state.gov/ . These rates shall be considered

maximums for the locations specified in the Standardized Regulations and the monthly bulletin which updates them. Reimbursement will be made for actual costs up to the published daily maximums. Receipts are required for any meal in excess of $75.

These Foreign Travel allowances are the maximum to be claimed and are not to be viewed as per diems. Actual expenses are to be claimed for each meal. The reimbursement maximum will be a percent of the total daily rate when less than three meals are claimed as follows:

Breakfast	25% of total daily rate per person
Lunch	25% of total daily rate per person
Dinner	50% of total daily rate per person

The Foreign M&IE are to be used exclusively in lieu of domestic guidelines. To find out the maximum amount which can be claimed for a city, click on Foreign Per Diem Rates from the WWW location . Next, click on the most recent month listed and finally click on the Find button on your web browser and enter the city or country of interest. (The M&IE is listed in the second column of rates.)

NOTE: Non-foreign localities of Alaska, Hawaii, the commonwealths of Puerto Rico and the Northern Mariana Islands, and possessions of the United States will be reimbursed under the domestic travel guidelines.

Students and organizations who are requesting reimbursement for approved travel must complete a University Travel Voucher (Appendix A-Form #2). Travel Vouchers can be found in the front of the Office of Student Life in the same location as organization mail boxes. If you need assistance locating this form please see the representative at the front desk in the Office of Student Life.

Student Travel Policy

Contact the Office of Student Life thirty (30) days prior to any travel. In the absence of unusual circumstances and whenever possible and practical all goods and services required by the various departments of the University, regardless of the source of funds, are to be obtained from the University service departments.

Recognized Student Organizations who are authorized for University business travel should be knowledgeable of the following information:

1. Ground Transportation: If you will be using your own vehicle for travel, keep a record of your mileage. University policy authorizes reimbursement up to $.485 per mile. If you require a rental car, contact the Office of Student Life, 366 Millennium Student Center, 516 -5291 to make arrangements.

2. Air travel: Airplane tickets should be purchased through the Office of Student Life. In order to get the most economical rates, purchases should be made as far in advance as possible at least thirty (30) days before travel.

3. Registration Fees: Make every effort to pay your registration fees in advance. If you would like to have a check sent directly from the University to pay the registration fee, please submit the completed registration form to the Office of Student Life. Allow at least four weeks before the deadline occurs to guarantee payment in a timely manner, if you pay for the registration fees yourself and need reimbursement, be sure to obtain a receipt. If a receipt is not provided, the University cannot reimburse you.

4. Lodging: For lodging reimbursement you must submit the original hotel receipt. Note that the University will pay only for hotel room and tax. Health club fees, personal calls, room movies, or room service will not be reimbursed. No personal expenses will be reimbursed. An itemized statement furnished by the hotel/motel is required for all lodging expenses.

If your registration fee includes meals, you may not request reimbursements for these meals. If two or more people are included in the meal, then an original receipt and the names of the individuals are required for reimbursement.

If your travel does not require an overnight stay, you can only be reimbursed if the meal is part of a group meal or organized banquet where each participant pays individually. University policy requires an explanation as to the business purpose of the meal and other individuals or groups present.

5. Sales tax will be reimbursed when related to travel.

6. Gas receipts incidental to a rental vehicle will be reimbursed.

Travel Expense voucher

Procedure for payment and reimbursement upon return

1. Upon return from a trip, complete a "Travel Expense Voucher" to get reimbursed for personal funds used while out-of-town.

2. "Purpose of Trip" – fully describe and do NOT abbreviate. List organization name, dates and location of the trip.

3. Itemize meals in appropriate columns. Any meal expenses over the limit will be reduced accordingly.

4. Record lodging expense in the appropriate column.

5. Itemize expenses (i.e. taxi, round trip airfare, etc.) and the amount for each item.

6. Non-reimbursable expenses include, but are not limited to, room service, movie rental, and personal telephone calls. It is expected that the individual pay expenses of this type before checking out of the hotel.

7. List the names of all travelers.

8. Any additional information justifying unusual expenditures should be noted on the travel expense voucher or on an additional sheet. An itemized receipt must be submitted with the voucher for any expenditure.

Car Rentals

1. Procedures

    a. Contract the Office of Student Life, 366 Millennium Student Center at (314) 516-5291. Fill out the travel request form (see appendix A, Form #1)

2. Regulations
    a. You must have a valid driver's license and be 21 years old to rent cars, 25 years old to rent vans.
    b. When renting a vehicle, **DECLINE** the rental agencies collision damage waiver insurance, except under the following conditions: Rentals for use of a vehicle outside the United States and Canada.
    c. Rentals for use of a vehicle within the United States & Canada by authorized foreign national guests of the University.

3. More information about student travel contact the Office of Student.

SPENDING FUNDS

UNIVERSITY ACCOUNT RULES AND LIMITATIONS

SABC allocated funds can be used for any function that was approved for in the SABC process and that complies with all University System Accounting rules and regulations. SABC allocated funds will not be approved for purchases deemed inappropriate by SABC or the Office of Student Life. This includes alcohol and related expenses and any other expenses not in agreement with the University's Accounting Practices.

CLAIMING TAX EXEMPTIONS

The University, and therefore money spent from all University accounts, is exempt from all Missouri sales taxes and many federal taxes. The University will not reimburse your organization for taxes paid when purchasing goods. Therefore it is important that you let the vendor know you are exempt from paying sales tax before you complete the transaction. How to go about receiving this exemption varies slightly depending on the vendor. Some vendors will exempt you from taxes if you simply tell them that you are from UMSL. However, others will require you to provide them with a letter of tax exemption. Letters of tax exemption can be obtain in the Office of Student Life. For transactions in neighboring states you may have additional steps that will need to be completed. Please refer to the section in this manual labeled at Tax Exemption.

FILLING OUT THE REQUEST FOR PROCARD USE FORM

This form is for you and your organization to be granted permission to use the corporate credit card from the office of Student Life (Form example is located in Appendix A-Form 3). Organizations with SABC budgets may used this card once approved at participating vendors. All purchases made on the Student Procard must be made in compliance with Procard Policy Manual and Student Procard Manual. The Student Procard may only be used for University Purchases. NO PERSONAL PURCHASES ARE ALLOWED AND NO PURCHASES THAT WERE NOT AUTHORIZED IN YOUR ORGANIZATION'S SABC BUDGET ARE ALLOWED WITHOUT PRIOR APPROVAL. Prohibited purchases are listed in the Procard Manual which is available online at www.umsl.edu/services/procure/pcard/pcard.htm.

REIMBURSEMENTS WITH RECEIPTS
ALSO KNOW AS VOUCHERS

Students can be reimbursed for purchases made on behalf of the organization. However, *No reimbursements will be issued without a receipt!

General Voucher" forms are used to:

- Reimburse for use of personal funds
- Certain direct payments
- Payment to a performer or speaker
- Payment for consulting

Reimbursement will be issued to an individual for use of personal funds for an organization budgeted event. This does not include any travel related expenses, whereby a travel voucher must be obtained.

1. Complete a General Voucher Form (Example in Appendix A-Form 4)
   To complete a voucher purchaser must include:
   - Name, address, student I.D. number, and Federal I.D. number (Social Security number) of the individual to be reimbursed.
   - The individual being reimbursed MUST sign in the "Vendor's Signature" box.
   - Attach all ORIGINAL receipts.
2. Make sure to put your student number on the form.
3. You, the treasurer and the President of your organization must approve and sign each General Voucher before the Student Life Finance Officer will complete the reimbursement.
4. In the comments section please mark what SABC program this reimbursement is for.
5. Checks for reimbursement are cut and released on Thursday the following week after a voucher is submitted. Checks are mailed directly from the Columbia campus to the address listed. Therefore it is imperative that you and your organization members keep your personal addresses updated with the campus Registrar's Office.
6. You must attach the original receipt. Accounting will no longer accept copies in lieu of the original.

INVOICES

Your organization can request for a bill to be paid directly from your University account to the vendor so that it is not necessary for an organization member to pay out of pocket and be reimbursed.

1. Complete a General Voucher form. The check should be payable to the vendor who is being paid — make sure to include the vendor's Tax ID # (if known). Don't forget to include the source of funding being used and a STUDENT (not an advisor) who can be contacted with any questions regarding the invoice.

2. President/Treasurer is also required on this as well.
3. Attach the invoice to the General Voucher form.
4. Turn the form in to the Office of Student Life — please allow up to 14 working days for the University to process the transaction.
5. Record the transaction in your transaction log.
6. Reconcile the transaction when you receive your bi-monthly statement.

MILEAGE

Funds for mileage are reimbursed to your organization's account much like a reimbursement with receipts this is done through the Travel Voucher form located in appendix A form 2.

1. Complete a Travel Voucher form. The check should be payable to the student/individual who is being reimbursed — make sure to include either the student's ID # or the individual's student number. Don't forget to have the individual being reimbursed sign their name at the Vendor Signature blank. Make sure you include the name of the SABC program in which it is supposed to come from.
2. President/Treasurer signature — must accompany each travel voucher.
3. Attach proof of mileage* — this could be a printed copy of MapQuest, GoogleMaps or YahooMaps directions that include total mileage between the two locations.
4. Turn the form in to the Office of Student Life — please allow up to 14 working days for the University to process the transaction.
5. Record the transaction in your transaction log.
6. Reconcile the transaction when you receive your monthly statement.

* The standard mileage reimbursement is $0.585 per mile. Reimbursements being made out of SABC funds cannot exceed $0.585 per mile. If the reimbursement is being made out of organization funds or SABC funds and the organization wishes to reimburse less than the actual amount calculated by miles you must note that on the travel voucher. Further if you claim the millage allowance you cannot claim gas expenses. But you can only reimburse gas if you choose to do so and the costs are less than the miles awarded would have been, again by noting that on the travel voucher.

CONTRACTED SERVICES

Contracted services include speakers, performers or anyone expected to perform a service for your organization in the future.

- **NO STUDENT MAY ENTER INTO A CONTRACTUAL AGREEMENT ON BEHALF OF THE UNIVERSITY**. The student is not a legal representative for the University. Even on a payment in recognition of acts or professional services, authorized signatures must appear for that agreement to be legally binding.

- If you plan to use student fees to hire a DJ, lecturer, entertainer, or similar outside performer, for your event, speak with the Office of Student Life for details at least **SIX weeks prior** to the event/program. Before agreeing over the phone or in person to **ANY contractual** agreement, be sure to check with the Office of Student Life.

- All agreements for contracts or services to be rendered **MUST** be in writing (a letter of confirmation) and signed by an authorized Office of Student Life Representative.

- If it is determined by the Office of Student Life that a University contract is necessary, then that student must work with Student Life to complete an official University Intent to Contract Form. Once the Intent to Contract Form is completed, it must be submitted to the Office of Student Life who will generate the contracts and mail it out with a cover letter.

- The information for the contract should be provided by the student in charge of the program **AT LEAST SIX WEEKS** prior to the date of the program to allow time for the contract process.

- Only authorized contracts (submitted by the Office of Student Life to be signed by the Director of Business Services) will be honored for payment.

- The Director of Business Services will **NOT** sign any contract **THE DAY OF OR AFTER** any performance/appearance.

- If payment is being presented to the performer/speaker immediately following his/her/their performance/appearance, advise the Office of Student Life who will place a "Hold Check Request" on the voucher and will be contacted when the check is ready for pick-up.

1. Complete a Pre-Contract worksheet (appendix A form 5). You can obtain this form also at the Office of Student Life in the same place as the organization mail boxes or by asking the representative at the front desk of the OSL.
2. If the agent you are talking with provides their own contract please attach that to the Pre-Contract worksheet.
3. Turn the form in to the Office of Student Life - for contract review and transaction approval. Please allow up to 14 working days for the University to process the transaction.
4. Record the transaction in your transaction log.

5. Reconcile the transaction when you receive your monthly statement.

All contracts must be signed by the University Director of Business Services.** ***AT NO POINT SHOULD YOU OR ANY MEMBER OF YOUR ORGANIZATION SIGN A CONTRACT.

Contract Tips

Basic Information Needed:

- Name of Provider
- Their representative's name, address, phone #
- Date, time, and place of performance
- When they will arrive
- Type of show (comedy show, lecture, concert, etc.)
- How long the performance is, amount they are being paid
- What the organization is providing (sound, lights, projector of some kind, stage, etc.)

If the artist provides a contract:

- Check basic information to make sure it matches your contract.
- Make sure you can provide everything including technical requirements. • Look at clauses in general which seem to be completely in their favor. • Remember that almost any item in a contract or rider is negotiable.
- If your organization cannot do something, be up front with the Provider's representative, and see what alternative can be worked out.

TRANSFERS TO OTHER UNIVERSITY ACCOUNTS

Transfers can be made directly to other university accounts belonging either to students, other organizations or departments.

1. Complete an Internal Order Form "IOF" (Appendix A, Form 6). Attach a brief statement to this form that explains why you want to transfer funds, and where the funds are to be transferred to, and for what program this is regarding. All IOF forms are subject to review and approval by the OSL.
2. President and Treasurer signature is required.
3. Attach documentation of what transaction is taking place and why. This could be a letter from a department, paperwork from another office or a receipt in the case of a reimbursement that shows the expenditure.
4. Turn the form in to the Office of Student Life — please allow up to 14 working days for the University to process the transaction.
5. Record the transaction in your transaction log.
6. Reconcile the transaction when you receive your monthly statement.

APPENDIX A

Form #1

UMSL Office of Student Life

Travel Request Form

General Information	
Organization Name:	Today's Date:
Individual Submitting Request:	Email:
SABC Budget Description:	
Purpose of Travel:	

Dates of Trip:	Leaving:	Returning:
Destination:		

Travel Arrangements

Please place a check mark next to the travel arrangements you are requesting be made by OSL.

- ☐ Airfare: Please research flight options online and print preferred airline reservations with request form
- ☐ Lodging: Please research lodging options online and submit copy of contact information with request
- ☐ Conference Registration: Please submit copy of conference materials with travel request
- ☐ Car Rental: Please submit name(s) of driver(s), pick-up date and time, drop-off date and time.

FOR CAR RENTAL ONLY: *Circle vehicle type* SEDAN Mini-van SUV

Traveler/Attendee Information--for all students traveling

Name:	Email:	Student #
Name:	Email:	Student #
Name:	Email:	Student #
Name:	Email:	Student #
Name:	Email:	Student #
Name:	Email:	Student #
Name:	Email:	Student #

Organization President:	Signature	Printed Name	Date
Organization Treasurer:	Signature	Printed Name	Date
Office of Student Life:	Signature	Printed Name	Date

Office Use Only

☐ Airfare	Initials:	Date:
☐ Lodging	Initials:	Date:
☐ Conference Registration	Initials:	Date:
☐ Car Rental	Initials:	Date:

Updated 7/2008

Form #2

University of Missouri - St. Louis
Travel Expense Voucher

Department make photocopy for your records; mail original to Accounting Department as an attachment to completed and approved PeopleSoft Non-PO Voucher.

Payable to:	Vendor Number	LOC	Date Submitted	Purpose of Trip:
Mail Check To (Campus Address)	EMPLID Number		Payment Desc.: Travel -	

DATE	DESTINATION FROM	DESTINATION TO	MILES	BREAK-FAST	LUNCH	DINNER	LODGING	OTHER EXPLANATION	OTHER AMOUNT	TOTAL FOR THE DAY

TRIP RELATED DIRECT BILLING INFORMATION

DESCRIPTION OF CHARGE	AMOUNT

Comments

Used Official Car Number

Used Personal Car ________ miles at **$0.585** cents per mile = Auto Allowance →

Department Charged

APPROVED FOR PAYMENT **Total**

Was contact made with a congressional member, their staff, or a federal agency? ○ Yes ○ No **Date of Contact:** ________

(For list see: http://www.umsystem.edu/ums/departments/gr/disclosure/ **)**

Name of person and agency contacted: ____________________

Total Expenses Associated with Contact
(Expenses included in Total above plus airfare)

Purpose of contact: ____________________ **$** ________

By signing below I certify that

1) **These expenses were necessary for University business.**
2) **I personally paid these expenses and have not been nor will I be reimbursed by any other person/entity.**
3) **To the best of my knowledge, these expenses are correct and are eligible for reimbursement under University policy.**

Payee Signature

Title

AUTHORIZED SIGNER(S) FOR CHARTFIELD STRING(S)

Signature(s) | Date

ADMINISTRATIVE SUPERIOR

Signature | Date

Extl Footings Corr	Approved (Fiscal)	Voucher Number

AMOUNT	MOCODE	PS ACCOUNT	FUND	DEPTID	PROGRAM	CLASS	BP	PROJECT/GRANT	BUSINESS UNIT

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MUST ANSWER CONTACT QUESTION ABOVE ☐ ACCOUNTING ☐ DEPARTMENT

University of Missouri
Travel Expense Voucher
Additional Comments

Name	EMPLID Number	Date
		1/1/1904

Additional Comments:

Form #3

UMSL Office of Student Life
ProCard Request Form

Org:	
MoCode:	
Approved by:	
	Office use Only

All purchases made on the Student Purchasing Card must be made in compliance with the Purchasing Card Policy Manual and Student Purchasing Card Manual. The Student Purchasing Card may only be used for University purchases. NO PERSONAL PURCHASES ARE ALLOWED AND NO PURCHASES THAT WERE NOT APPROVED IN YOUR ORGANIZATION'S SABC BUDGET ARE ALLOWED WITHOUT PRIOR APPROVAL. Prohibited purchases are listed in the Purchasing Card Manual which is available online at www.umsl.edu/services/procure/pcard/pcard.htm

Organization Information			
Organization Name:		Today's Date:	
Is this an SABC Expense?	*Please Circle one:* Yes	No	
SABC Budget Line Item:			
Purpose of Purchase:			
Requested Check-out Date:			
Requested Check-out Time:	From:	To:	

Purchaser Information
Name:
Student ID #:
Street Address/City/State/Zip:
Email:
Phone:

Vendor Information

Line#	Vendor Name	Items to be purchased	Est. Price
1			
2			
3			
4			
5			
		Grand Total:	$ -

Organization President: ______________________
Signature — Printed Name — Date

Organization Treasurer: ______________________
Signature — Printed Name — Date

Purchaser's Signature ______________________
Signature — Printed Name — Date

Office Use Only

Assigned Date:	Returned Date:
Assigned Time:	Returned Time:
Checked Out by:	Checked in by:

Form#4

UNIVERSITY OF MISSOURI

VOUCHER

VOUCHER NUMBER

PLACE BAR CODE NUMBER HERE
(For Accounting/Purchasing Use Only)

NAME AND ADDRESS OF FIRM OR INDIVIDUAL TO BE PAID	EMPLID Number	DATE
	Federal ID Number	*Department make photocopy for your records; mail original to Accounting or Purchasing Department.*

I certify that this bill is correct and just and that payment therefor has not been received.	VENDOR'S SIGNATURE

DESCRIPTION OF PAYMENT TO BE MADE	AMOUNT

TO BE COMPLETED BY UNIVERSITY DEPARTMENT

ARTICLES RECEIVED OR SERVICES RENDERED
APPROVED FOR PAYMENT

DATE APPROVED

SIGNATURE OF AUTHORIZED REPRESENTATIVE

SIGNATURE OF DEAN OR DIRECTOR

DEPARTMENT CHARGED

TO BE COMPLETED BY ACCOUNTING SERVICES / PURCHASING DEPARTMENT

VENDOR NUMBER	LOC	PRICES, TERMS, EXTENSIONS, FOOTINGS CORRECT

PURCHASE ORDER NUMBER

INVOICE / CREDIT MEMO

INVOICE NUMBER (MAX 30)	DESCRIPTION (MAX 14CHAR)	
AMOUNT	DATE	DATE DUE

APPROVED (PURCHASING DEPARTMENT)

FLAGS (INDICATE IF APPLICABLE)

HOLD	ENCLOSURE
TAXABLE	SEPARATE CHECK

APPROVED (FISCAL)

OPTIONAL FRS INFORMATION

AMOUNT	MOCODE	PS ACCOUNT	FUND	DEPTID	PROGRAM	CLASS	BP	PROJECT/GRANT	BUSINESS UNIT	FRS ACCT NAME	FRS ACCT #

UM 12-STL (FEBRUARY 2002) #VALUE! ☐ ACCOUNTING ☐ DEPARTMENT

Form#5

Pre-Contract Worksheet

University of Missouri – St. Louis

This information is used in the development of a University Contract. Please be as thorough and accurate as possible.

EVENT INFORMATION:

Name of Performer: ______________________________ Sponsoring Org: ____________________________

Contact Person at UMSL: ______________________________ Contact Phone: ______________________

Date of Event: ______________________ Time: (Start/Finish) _________________________

Place of Event: ___________________________ Space Reserved? (Rain Site?) _________________________

Type of Event: (Musician, Comedian, etc) ____

PAYMENT INFORMATION:

Check Amount: $ _______________ (all-inclusive: Yes _____ No _____)

Account: (name) __________ (number) __________ (amount) __________

(name) __________ (number) __________ (amount) __________

Name of Agent/Agency: ____

Agency Address: ____

____

____

Agency Phone: ____

Agent/Agency Email: ____

Amount Payable: Check 1: $ ____________________ Check 2 (If applicable): $ ____________________

Check Payable To: _________________________ Second Check To: _________________________

Address: _________________________ Address: _________________________

_________________________ _________________________

SSN or Tax ID #: _________________________ SSN or Tax ID #: _________________________

Is the individual a U.S. Citizen? _____________ Is the individual a U.S. Citizen? _____________

Circle one: individual/ corp. / partnership Circle one: individual/ corp. / partnership

W9 requested from agent/individual ______ W9 requested from agent/individual ______

PAYMENT IS TO BE AFTER TIME OF PERFORMANCE UNLESS OTHERWISE APPROVED

Deposits may be made if stated in contract.

CHECK ONE: To be personally delivered after event: _____ To be mailed to address above after event: _____

HOTEL NEEDED? __________ # OF ROOMS __________ SMOKING/NON-SMOKING __________

Reservation at: ______________________________ Dates: ______________________

Confirmation #: ___________________________ Name room should be booked under: ________________

University of Missouri – St. Louis
Office of Student Life
366 MSC
One University Boulevard
St. Louis, MO 63121

Form #6

University of Missouri

Internal Order Form

DeptID Charged	Department Charged		Phone	Date
Mail Dept. Charged Copies To:		MoCode	PeopleSoft Account	Total cost estimated to be:
		Signature (Dept. Chair. Or Rep.)		

Qty.	Complete Description/Purpose	Unit Cost	Final Cost
		Total	

Department Charged Chartfield	Bus. Unit	PS Account	Fund	DEPTID	Program	Class	Budget Yr.	Project/Grant

UM 48 (July 2001)