How Things Work

2018 - 2019

WASHU STUDENT UNION
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Student Group Finances: General Remarks

Dear Students –

Welcome to How Things Work! This document is brimming with policies and useful information to help you navigate the financial relationship between your student group and Student Union. All of the SU officers are here to help support you in any way we can, and hope that this manual will make your job as a student group leader a bit easier. If you have any questions or concerns with any of the information presented here, or about anything else SU-related, please reference the Relevant Contacts below and reach out to the corresponding Student Union leader. On behalf of all of your SU leaders, we are excited to work with all of you this upcoming year and wish you all the best!

Best,
Grace Egbo and Shelly Gupta
Student Union President and Vice President of Finance
Relevant Contacts and their Roles:

**Exec:**

*Click Here to View All of the Exec’s Office Hours*

**Grace Egbo, President:** president@su.wustl.edu
Talk to her about SU information, SU’s long-term plans, and general inquiries

**Steven Kish, Vice President of Administration:** administration@su.wustl.edu
Talk to him about SU information, general inquiries, and internal SU policies

**Shelly Gupta, Vice President of Finance:** finance@su.wustl.edu
Talk to her about budgets, Executive Appeals, and financial policies

**Charlotte Pohl, Vice President of Programming:** programming@su.wustl.edu
Talk to her about SU resources and general programming advice

**Rory Vu Mather, Vice President of Public Relations:** pr@su.wustl.edu
Talk to him about SU resources and advertising resources/reservations

**Treasury:**

*Click Here to View All of the Treasury Officers’ Office Hours*

**Alia Nahra, Speaker of the Treasury:** treasury@su.wustl.edu
Talk to her about Treasury in general, appeals, and the Trending Topics Series

**Agneesh Dasgupta, Budget Committee Chair:** budget@su.wustl.edu
Talk to him about your group’s budget

**Andrew Kocins, Activities Committee Chair:** activities@su.wustl.edu
Talk to him about your new group’s application and changing categories
Professional Staff:

Janice Davidse, SU Business Manager - Campus Life, Student Involvement: Janice.davidse@wustl.edu, 314-935-5911 Office 251A in Ste 250/270 Campus Life DUC
Talk to her about SU Finances and policies, student group support and how to get involved.
Click here to schedule an appointment with Janice

Cathy Winter, SU Business Coordinator - Campus Life, Student Involvement: Catherine.winter@wustl.edu, 314-935-7584 Office 257 in Ste 250/270 Campus Life DUC
Talk to her about financial transactions for the following group classifications: Academic (Including Honoraries), Cultural/Diversity & Inclusion, Dance, Media.
Click here to schedule an appointment with Cathy

Katie Chandler, SU Business Coordinator - Campus Life, Student Involvement: Katie.chandler@wustl.edu, 314-935-8217 Office 257 in Ste 250/270 Campus Life DUC
Talk to her about financial transactions for the following group classifications: Business, Governing, Health & Wellness, Performing Arts, Service.
Click here to schedule an appointment with Katie

Cynthia Bowdry, SU Business Coordinator - Campus Life, Student Involvement: Cynthia.bowdry@wustl.edu, 314-935-4043 Office 257 in Ste 250/270 Campus Life DUC
Talk to her about financial transactions for the following group classification: Political Action, Religious, Sports Clubs, and Sustainability & Special Interest.
Click here to schedule an appointment with Cynthia

Pamela Avila, Program Coordinator – Campus Life, Student Involvement: Pamela.avila@wustl.edu, 314-935-3962 Office 256 in Ste 250/270 Campus Life DUC
Talk to her about programs your group is interested in sponsoring, events involving alcohol, Class Councils and Social Programming Board.
Click here to schedule an appointment with Pamela

Peggy Hermes, Asst Director – Campus Life, Student Involvement: Peggy.dixon@wustl.edu, 314-935-3962 Office 254 in Ste 250/270 Campus Life DUC
Talk to her about WUGO, GPS advising and training, general student group support and Campus Life policies.
Click here to schedule an appointment with Peggy

Will Atchinson, SU Technology Specialist – Campus Life, Student Involvement: Will.atchinson@wustl.edu, 314-935-3936 Office 251B in Ste 250/270 Campus Life DUC
Talk with him about WUGO access, SU hardware, software licensing, or website feature requests.
Click here to schedule an appointment with Will
Beth Doores, Assoc Director-Campus Life, Student Involvement:
Ejdoores@wustl.edu, 314-935-4971 Office 255 in Ste 250/270 Campus Life DUC
Talk to her about getting involved on campus, finding the right group for you, general Campus Life resources and connections.
Click here to schedule an appointment with Beth

Student Workers (also known as Campus Life DUCSAs):
Second Floor window in the Business Coordinators suite during business hours and receptionist desk after 5pm.
Talk to them if you need help with the copier, how to’s, deposits, packages or questions on use of SU resources.
Role of Student Groups:

The President, Treasurer and Members should become knowledgeable about and utilize resources containing procedures and policies in order for the group to function together:


There can only be one President and one Treasurer registered as group leaders through WUGO: Washington University Student Group Organizer, but a group can operate with co-presidents and co-treasurers.

The student group Treasurer is accountable for adherence to policies and procedures, maintaining the balance of the student group’s account, and approving, tracking and submitting all financial transactions in SU Finance.
Role of Student Groups - Conflict of Interest Policy

Students conducting business on behalf of student groups registered with Student Union (hereinafter “student groups”) have a responsibility to do so in a manner that is objective and ethical. The goal of all such dealings must be to benefit the student group and University students in general.

The following policies apply:

• Student group members will conduct student group business ethically and objectively, in compliance with all applicable laws, regulations and University policies, including the University Judicial Code.
• The purchase of goods or services from a business in which a student, family member or friend has a financial interest, or may directly benefit from such purchase, is a potential conflict of interest. Such situations must be disclosed to the Student Union Business Manager for review prior to the disbursement of funds for that item or service.
• In conducting student group business, students may encounter offers of gifts from suppliers. The following guidelines apply:
  • Offers of gifts should generally be refused.
  • Gifts of cash or monetary gifts of any kind or amount may never be accepted by students. While there may be occasion to accept gifts of nominal value (for example company promotional trinkets, pens or note pads, etc.), these or other gifts should never be accepted in return for a business favor. Such gifts may not directly or indirectly influence the student’s business judgment or give the appearance of impropriety. The cumulative value of gifts received from all suppliers in total should not exceed $25 in any 12-month period.
  • Students should review with the Student Union Business Manager all offers of gifts prior to acceptance.
  • Any promotional benefit that results from a business transaction must be provided to the student group (or any other student group registered with the Student Union) and not to an individual student.
  • No member of a student group may accept any sum from any supplier attempting to “reward” a student for the decision to do business with the supplier.
  • Student group members must provide equal opportunity to firms wishing to pursue business relationships with the University.
  • Any breach of this policy may result in referral of the student(s) to the University Judicial Administrator and may also result in legal actions, freezing of the student group account and the termination of the business relationship with the supplier.
Student Group Accounts

Student Union (SU) will allocate funds into one or more of the following accounts: **operating, revenue, appeals**. In addition, student groups have access to a fundraising and gift account, which are not funded by SU.

**Student Group Accounts - Operating Account**
Funds are allocated by SU and used to support the essential and supplemental needs of the student group to operate. Essential and supplemental needs are detailed in the [Budget Allocation Manual (BAM)](BAM). Any remaining funds at the end of each semester will be retrieved by SU. If this account is overdrawn, the deficit is covered with available funds in the fundraising or gifts account.

**Student Group Accounts - Revenue Account**
Funds are allocated by SU and used to support mission revenue generating events. Revenue events are generally for profit motives, by charging fees to participate in the event. Moneys collected from revenue events are deposited into this account and all expenses are expensed to this account.

At the close of every semester, this account is reviewed by SU staff to determine if there is a profit or loss. This is formulated by adding up all of the income, deducting expenses, then calculating 20% of the income. If there is a profit (difference between income and expenses is greater than 20% of the income), the amount will be transferred to the student group’s fundraising account. If there is loss (difference between income and expenses is less than 20% of the income), only 20% of the income collected will be transferred to the fundraising account. Income doesn’t include the actual allocation from SU.

If there is a remaining balance at the end of the semester after profit or loss is determined, the funds are retrieved by SU and used to fund future revenue generating events. If this account is overdrawn, the deficit is covered with available funds in the operating account and/or fundraising or gifts.

**Student Group Accounts - Appeals**
Funds are allocated by SU and used to support specific items, events or speakers as additional funding not received through semester budgets.

Any unused funds are retrieved at the end of each semester. If this account is overdrawn, the deficit is covered with available funds in the operating account and/or fundraising or gifts.

[Click Here to See How To Access Your Student Group Appeals on pg 36](#)
**Student Group Accounts - Fundraising Account**
Funds in this account come from money sources other than an SU allocation. Any unused funds will automatically carryforward without a submitted request form.

**Student Group Accounts - Gift Account**
Funds in this account are generated by a student group through gifts or donations received from outside organizations, companies or individuals. If the student group receives a gift or donation, it should be given to the student group’s assigned Business Coordinator for appropriate processing.

Funds in the fundraising and gift accounts are not subject to the same restrictions as SU allocated funds. However, despite the more flexible restrictions, some expenditures are subject to review by the Vice President of Finance and/or SU professional staff.
Student Group Accounts Rules & Policies

Spending before Funding

Student Union will not reimburse students for expenses incurred before funding is available in your group’s accounts. If you have any questions about this policy, please reach out to the VP of Finance or the Business Manager.

Outside Bank Accounts

Under NO circumstance is a SU group allowed to have an outside bank account. Accounts such as or similar to Venmo and Paypal are considered outside accounts and are strictly prohibited. Group members are never allowed to use personal bank accounts to house student group funds. Evidence of an outside bank account will result in an immediate freeze placed on the student group’s SU account and possible denial of future funding.

Accepting Credit Cards for Payment (CashNet)

Student groups are not allowed to contract with web hosting sites in order to accept credit card payments for the sale of tickets, merchandise, or dues and registration fees. Venmo, PayPal, Square and all similar apps/devices are strictly prohibited.

Student Union offers two ways for student groups to accept credit card payments. The first is to reserve a credit card machine through SU Finance. The second is on-line through CashNet. If CashNet is preferred, reach out to the group’s Business Coordinator for a CashNet application. Please allow 2 weeks to activate your CashNet account. Applications should be completed each time a CashNet link is being used, even if it is for the same event.

Access to Your Student Group Accounts

Fall Semester: July 15 - December 14th
Spring Semester: January 14 – May 3rd
Summer: May 3rd – June 15th
No access to accounts from June 16th to July 15th
Moving Funds Between Accounts

Student groups are not allowed to request the transfer of funds from one account to another account once the request form has been processed and posted in Track Spending. Treasurers should make sure the correct account is selected before submitting the request. If there are concerns or any discrepancies, please speak to the group’s assigned Business Coordinator.

Overdrafts

Student groups will not be permitted to overdraft any allocated, fundraising, or gift accounts. Business Coordinators will contact the group’s treasurer when a request form has been submitted in overdraft. No expenses will be processed until the overdraft has been cleared.

SU reserves the right to move money between accounts to cover overdraft spending in operating, revenue, appeals, fundraising or gift accounts. Repeat offenses may result in the suspension of your student group’s accounts.

Carryforward

A carryforward is a request type that is submitted via SU Finance for student groups that may have had extenuating circumstances that prevented them from spending allocated funds in the operating, appeals, revenue accounts during the semester. The student group has the option to submit a request to carryforward the remaining funds in their allocated accounts to the following semester to be used for the same purpose. These requests are reviewed by the VP of Finance and SU Business Manager and are granted on a case-by-case basis and should entail clear and concise details as to why the funds were not utilized in the semester allocated.

Fundraising and gift account funds will automatically carryforward without a submitted carry forward request form.

Student Union will not carryforward any funds from rejected reimbursement expenses due to a student not having an accurate social security number on file with the Registrar’s Office. If the individual gets this resolved by the following semester and notifies their Business Coordinator, the funds will transfer back into the student groups account in order to pay the expense request. Student Union can only transfer back the amount of the expense and it cannot be more than the amount retrieved. If the expense is more than the retrieval, the group will have to pay for the balance from their fundraising or gift accounts. If group does not resolve the issue after one semester has passed, they will have to use their own funds to cover this specific expense when resolved.
Stale Dated Checks

Any payment or reimbursement issued on a WashU check is void after 180 days. Checks that have not cleared WashU’s bank after 180 days are considered stale dated and are automatically canceled. The Business Coordinators receive a report of stale dated checks and work directly with the recipients of the payment to re-issue a duplicate check. This activity is reflected in the Track Spending student group’s accounts. When a check is automatically canceled, it is reflected as a deposit and when it is re-issued, it is reflected as a debit.

There can be a long period of time between when a check is canceled and when a check is re-issued so it is the responsibility of the student group to be aware of such activity. Student groups should not be spending the money that appears in the account as a canceled check. This should be left alone so when the check is re-issued, it doesn’t have an impact on the student group account.

If the student group spends the canceled check funds, then the funding will come from the student group’s fundraising or gift account in order to re-issue the check.

Restriction List

The following items listed below may not be purchased using funds from the operating, appeals or revenue accounts. These items may be purchased with funds from either fundraising or gift accounts.

- Apparel purchased to be sold for profit
- Beer and wine
- Contributions, donations, gifts, gift cards, give-a-ways, party favors, prizes
- Early arrival/late stay housing charges
- Equipment, resources, services, supplies or websites
- Events/Items directly related to the recruiting process for jobs or internships
- Fines, damages, loss
- Individual membership dues
- Meals more than $20 per person
- Pre-Orientation Programs
- Recordings/Photography purchased for profit or archiving
- ThurtenE Carnival expenses
- Varsity athletics

The following items listed below are prohibited from purchase using any funds from all accounts.

- Advertising through sources Off-Campus
- Candles
- Cellular phone or pager expenses
- Class projects for which students receive academic credit
- Gift cards purchased from merchants who sell alcohol
- Hard Alcohol or drinkware such as: shot glasses, steins, etc...
- Improvements to University property and/or facilities
- Power tools
- Purchase of food and/or supplies for group events using meal points/Bear Bucks
Misuse of Accounts

All SU and University rules apply to any and all items purchased. Misuse of any of the business accounts or failure to comply with SU policies will result in immediate loss of privilege to the student group pending investigation. Individuals may be held personally liable for unapproved or inappropriate purchases.
Student Group Sources of Funding

Budget - Category I

Every semester, Category I groups apply for funding for the next semester through Budget Committee. For example, in Fall 2018, Category I groups will apply for funding for the Spring 2019 semester. Budgets are submitted through sufinance.wustl.edu. Due dates can be found on this website. Please ensure that you are registered on WUGO to receive important emails regarding the allocation process. Consult the Budget Allocation Manual for more details on funding principles.

Student groups should provide an outline of the upcoming semester’s activities, items, and services they will need. Budget Committee will also send reminders via email.

Interviews
After submitting your budget online, sign up for an interview with your budget allocation team (BAT) leaders. BAT leaders are Budget Committee members assigned to your student group who will present your budget to the committee and represent your interests at the overall committee meeting. All Category I groups are required to attend these face-to-face interviews to discuss their budget.

Interviews are informal and allow the BAT leaders to ask any questions and clarify items in your original budget. The interview also allows you to ask questions about the allocation process.

Failure to schedule or attend an interview may result in a financial penalty against your allocation as determined by Budget Committee.

Allocation Meetings
Following the interviews, Budget Committee will meet to decide the allocations for each student group individually. These meetings are closed. After discussing every student group, Budget Committee presents all Category I and II budgets to the Treasury. This usually happens in November and March. Traditionally, the Treasury does not review each budget individually but reviews and discusses a list of allocation amounts with the committee. Students are welcome at this meeting and can contact the Speaker of the Treasury (treasury@su.wustl.edu) for the meeting time, date, and location. After the allocation has been approved by Treasury, the Budget Committee Chair (budget@su.wustl.edu) will contact you with your allocated amount and provide you with details regarding the Post-Allocation Engagement period.
Funding Percentage
Each semester, the Vice President of Finance (finance@su.wustl.edu) decides the sum of money available to be allocated to Category I Student Groups. If the amount of money allocated to Category I groups is less than the amount of money Budget Committee approves to be funded to groups, every group will receive a percentage of the money approved by Budget Committee.

Funding percentage = Category I Funds Available / Budget Committee allocations
Your final allocation = funding percentage x Budget Committee Allocation

Note: funding for equipment is not subject to the funding percentage

Historically, the funding percentage has varied between 70% and 90% range. More recently, the funding percentage has been closer to 100%.

Budget – Category II

Every semester, Category II groups apply for funding for the next semester through Budget Committee. For example, in Fall 2018, Category II groups will apply for funding for the Spring 2019 semester. A Category II group may submit a request for at most $500 per semester. Student groups should provide an outline of the upcoming semester’s activities, items, and services they will need. Budget Committee will also send reminders via email throughout the semester. Please ensure that you are registered on WUGO to receive important emails regarding the allocation process. Budgets are submitted through sufinance.wustl.edu. The due dates can be found on the website. Groups submitting their budgets late or requesting more than $500 may be subject to penalty at the discretion of the Budget Committee.

Interviews
Category II student groups are required to complete an email interview. After submitting your budget online, your budget allocation team (BAT) leaders will send you an email with questions pertaining to the budget. BAT leaders are Budget Committee members assigned to your student group. The email interview also allows you the opportunity to ask any questions that you might have. Responding to email interview is mandatory. Failure do so may result in a financial penalty against your allocation as determined by Budget Committee.

Allocation Meetings
Following the interviews, the Budget Committee meets to decide the allocations for individual student groups. Your budget will be presented by BAT leaders who conducted your interview, and they will be representing your interests at the overall committee meeting. These meetings are closed.

Finalizing the budget process, the Budget Committee presents all Category I and II budgets to the Treasury. This usually happens in late November and March. Traditionally, the Treasury does not review each budget individually but goes over a list of allocation amounts with the committee. Students are welcome at this meeting and can contact the Speaker of the Treasury (treasury@su.wustl.edu) for the meeting time, date, and location. After the allocation has been approved by Treasury, the Budget Committee Chair (budget@su.wustl.edu) will contact you with your allocated amount and provide you with details of the Post-Allocation Engagement period.
Budget - Funding Principles

In order to allocate funds to SU groups, Budget Committee considers several factors. Interviews with group members and past budgets/spending histories inform Budget Committee’s decisions. Budget Committee strives for fair allocation between all 300+ SU groups. Budget Committee looks closely at:

1. Track spending: past spending history from sufinance.wustl.edu is analyzed to look for large changes or discrepancies from previous budgets. These changes will be brought up in interview(s) with the group President/Treasurer.
2. Past spending: Budget Committee actively monitors events that are funded semester to semester but not programmed. Evidence of this happening for more than one semester will affect future allocations.
3. Re-allocations: if money is allocated for a specific event but used for another purpose, Budget Committee will note this. This is allowed but needs to be reflected in future budgets to more accurately reflect a group’s activities. Guidelines for proper and improper re-allocations can be found in the Budget Allocation Manual. Future allocations will be adjusted accordingly.

Click Here to See the Budget Allocation Manual

Budget – Category III

Category III groups are entitled to student group recognition and resources as well as $150 funding annually for internal group activities.

Your Business Coordinator will not be able to answer questions regarding your allocation, so please contact the Budget Committee Chair at budget@su.wustl.edu if you have any questions.

Budget - Executive Entities

The entities of Student Union include Class Councils, Diversity Affairs Council, Engage 360, Student Sustainability Board, School Councils, Social Programming Board, and LIVE. These entities submit a yearly budget to the Vice President of Finance to be reviewed through the annual General Budget process.
Budget - Block Funding

A block funding agreement is an arrangement between Student Union and a student group or initiative to provide a certain level of funding for one year. This budgeting method was created to guarantee sustained support from Student Union for high cost, long term projects. Block funded budgets also include groups who would like their budget to be voted on by the entire student body because the group’s mission offers a service to the entire student body.

A block funding budget must be passed by a two-thirds vote of the voting undergraduate student body in the spring SU election. To have your group placed on the ballot, you will need to write a proposed budget on SU Finance, go over the budget with the Vice President of Finance, and collect a petition with electronic signatures from 15% of the undergraduate student body. The budget will be shown on the petition. The group will have to go through the budget with the Vice President of Finance to ensure that it is in accordance with SU policy. The process occurs early in the spring semester.

It is important to note that while groups that receive block funding have a set budget amount for their term, ALL student group spending policies must be followed.

Block Funding groups cannot appeal for additional funds.

Contact the Vice President of Finance (finance@su.wustl.edu) for more details on the Block Funding procedure and the Election Commissioner (elections@su.wustl.edu) for the exact number of electronic signatures needed and a complete list of election rules.

Appealing

As the school year progresses, student groups may wish to access additional funding not received through their semester budgets. These funds may be accessed through appeals, which are distributed throughout the semester to groups in order to leave space for new and unique events that align with a group’s mission.

There is no limit for the number of appeals a student group may submit; however all groups are limited to three approved appeals per semester. This total is calculated according to the date of the event being appealed for—therefore, if an appeal is approved for an event in January during the Fall semester, that appeal will count as one of the three appeals allowed in the Spring semester. Unutilized appeals do not carry over to following semesters. Exemptions to this limit may be made at the discretion of the VP of Finance and Speaker of the Treasury. If a student group is planning on appealing for more than one event, each event must be submitted separately and will be reviewed as separate appeals. Additionally, student groups are not allowed to appeal for the same event or expense more than once. If an event was funded in your student group’s budget, you are not eligible to appeal for more funds without an exemption granted by the Speaker of Treasury and VP of Finance. Such an exemption would only be granted if the event has been substantially altered and any concerns raised by Budget Committee have been addressed.
The funds in the Appeals account are controlled by the Vice President of Finance and Treasury as follows:

Any appeal under $1,000 is reviewed by the VP of Finance.
Any appeal at or above $1,000 is reviewed by Treasury for approval.*

*Note: Speakers at and above $15,000 will not be seen by Treasury. These speakers must be appealed through a separate Trending Topics process in the Spring semester.

Appeals – Limits

• Category I groups may submit any appeal, limited to three approved appeals per semester.
• Category II groups may submit any appeal, limited to three approved appeals per semester, but are subjected to a $1,000 cap on overall funding from Student Union. Any exemption to this cap must be approved by the Vice President of Finance. This cap does not apply to appeals for speakers, off-campus conferences, or equipment.
• Category III groups cannot appeal for funds from Treasury or the VP of Finance.

For more information about group categories and how your student group is categorized, please contact the Activities Committee Chair (activities@su.wustl.edu).

Limits on Appeals

There are certain categories of funding that are subject to funding caps through Treasury. Any event that would normally be funded through a student group’s semester budget but is granted an exemption to appeal to Treasury is subject to the funding rules in the Budget Allocation Manual. Some notable limits include:

• Conferences: Conferences for CAT I groups may be funded by Treasury at up to 5 people at up to $1,000 per person, with no more than 5 people funded in full or $5,000 total.
• Travel: The specific limits for group travel are as follows. We understand that these caps may serve as subsidies for group travel if necessary:
  1. Gas—up to $0.15 per mile per car
  2. Domestic Flights—up to $300 per round trip ticket
  3. International Flights—up to $500 per round trip ticket
  4. Hotels—up to $30 per person per night
• Large Scale Social Events: Treasury will fund a maximum of $20 per group member attending for large scale social events, with no more than one event of these events per semester. Any CAT I group funded for a large-scale social, whether through Budget Committee or through Treasury, must attend an RSV training before their event. Please contact the Speaker of Treasury with any questions.
• Coaching: Treasury will fund coaching contracts at up to $500 total per student group per semester.

Please refer to the Budget Allocation Manual or email the Speaker of Treasury (treasury@su.wustl.edu) for any further information on budgeting and allocation restrictions.
The appeals fund is allocated on a first-come, first-serve basis. Student groups will be scheduled by the Speaker of the Treasury to present their appeal to Treasury during Tuesday night weekly meetings. This is the only time during which an appeal could be approved by Treasury. Please be aware that the Treasury docket fills quickly, so plan ahead and submit your appeal as early as possible. **Treasury requires that appeals be submitted at least five weeks in advance of the event or speaker, and suggests that you submit appeals about six to eight weeks in advance.** This timeline is in place so that groups are not forced to program their events last minute—given the high volume of appeals submitted to Treasury, the docket for each session is usually set about three weeks in advance, so do not expect to be able to appeal immediately. If you must submit a time-sensitive appeal, please reach out to the Speaker of Treasury for an exemption to this rule. The only case in which an exemption could be granted is if an opportunity arises last-minute out of the group’s control.

For appeals above $5,000, you are required to meet with a Campus Life advisor before presenting to Treasury.

If a student group is appealing for a speaker, a contract between the University and the speaker is required. Please be aware that no student can commit to or sign any contracts before the event’s funding is approved. However, groups should meet with Campus Life prior to appealing to Treasury to ensure that a contract is ready if funding is approved.

Student Union will not reimburse students for expenses incurred before funding is approved. Please do not spend personal funds on items unless an appeal for the specific event has been approved. If you choose to spend money on an appeal event without Student Union approval, you will not be reimbursed. Only spend money on funds that have been approved by the Treasury or the Vice President of Finance. If you have any questions about this policy, please reach out to the VP of Finance or your student group’s SU Business Coordinator.

If you have any questions or need help in writing an appeal, you can email the Vice President of Finance or the Speaker of the Treasury to set up a meeting or receive guidance on appealing for funds.
How to Present at Treasury

If your group is appealing for over $1,000, you must present your appeal to Treasury. Treasury meets at 9:00pm on Tuesday nights and consists of 21 Treasury Representatives, led by the Speaker.

After submitting your appeal online through SU Finance (sufinance.wustl.edu), the Speaker will email your group’s President and Treasurer as listed on SU Finance to schedule a date and time for the group to present to Treasury. Please be advised that presentations are scheduled on a first-come, first-serve basis. On the date of your presentation, please arrive at the meeting room no later than 9:00pm unless otherwise instructed.

For your presentation, it is highly recommended you have a PowerPoint or similar presentation format that includes some general information on your group, its mission, the funding breakdown you are requesting, and how your appeal relates to the group’s mission. If your group has held similar events in the past, it may also be helpful to include past funding for that event. The Speaker will provide the group more detailed guidelines for the presentation once it is scheduled.

It is recommended that you be as specific as possible with the information you present, especially relating to funding. Please include costs that are as itemized as possible and that you clearly delineate any group member contributions, websites used for hotel/flight costs, and the sources of quotes for any goods/services as given by vendors. Include specific amounts of each item, their dollar amount, a general explanation of your goal in putting on the event, and any research you conducted into additional funding sources.

In addition to presenting all finance-related items for the event, the group should provide a comprehensive plan for how the event will run from beginning to end. These plans should be demonstrated to Treasury by providing information such as exact dates, times, locations, and schedules for the event. Your presentation should be no longer than ten minutes.

Following your presentation, Treasury Representatives will have the opportunity to ask questions about your appeal and clarify more information. Common questions include the methodology used to settle costs, planned spending out of your group’s fundraising account, planned marketing efforts, expected attendance at the event, past funding for events, and planning around any other events that might be occurring at a similar time to your event.

After Treasury Representatives have no more questions, Treasury will move into a discussion period to decide how to fund the appeal and will take a vote on an exact funding amount. The decision will be announced while your student group is present in the meeting, and your group will have access to any money awarded to your group the next day.

At the end of every meeting, there is time for Open Forum where anyone in the room can speak. If you have any feedback, questions, or comments regarding your Treasury meeting or Treasury in general, you are encouraged to make your voice heard during that time.

If you have any questions about a Treasury appeal or presentation, please reach out to the Speaker of the Treasury at treasury@su.wustl.edu.
Appealing - Executive Appeals

The Executive Appeals account is controlled by the Vice President of Finance and Executive Council. Any appeal $1,000 and above submitted by SU Entities will be directed to the Executive Council. Appeals below $1,000 will go directly to the Vice President of Finance. Appeals can be submitted for entities that desire additional funding other than what has been obtained during the General Budget process. There is no limit for the number of appeals an entity may submit, however all groups are limited to three approved appeals per semester. Unutilized approved appeals do not carry over to the following semester. Exemptions are limited to the discretion of the Vice President of Finance. If a student group is submitting more than one event, each will be counted as an individual appeal. Student groups are not allowed to appeal for the same event or expense more than once.

It is recommended to submit an appeal at least three weeks in advance and will be seen on a first-come-first-serve basis. All appeals must be in compliance with Student Union policies. To submit an appeal, please contact the Vice President of Finance and fill out the online form on SU Finance by clicking “Submit and Appeal”.

Advocacy Fund

The Advocacy Fund is created to provide grants to recognized student groups for collaborative social justice, community service, and other advocacy-related programming. This is an initiative to bridge the gap in funding for groups that may or may not have advocacy-related programming as their core function and mission, but still wish to advocate for such issues. The fund is a combination of the Advocacy Fund and the Everyone’s Welcome Campaign, which currently stands at $10,000 contributed from Student Union for the 2018-2019 school year. Each appeal is evaluated by the Diversity Affairs Council EWC Chair and the Student Union Vice President of Finance.

To submit a request, please go on to SU Finance website, click “My Appeals” and “Create New Appeal.” Select “Advocacy Fund appeal – [Student Group Title]”, fill up the questions and submit the request. If you have any questions, please contact the Vice President of Finance.

Trending Topics

Trending Topics is an annual speaker series funded and programmed by SU. This initiative allows student groups to nominate speakers at a higher price point than groups would traditionally have access to. The speakers populate an annual lineup that is co-programmed between Student Union and the nominating groups. Only CAT I and II groups, as well as SU Executive Entities, may nominate a speaker for Trending Topics.

The VP of Programming will oversee the entirety of Trending Topics. All communications must go through the VP of Programming (programming@su.wustl.edu), and the VP of Programming is responsible for reaching out to all student groups involved. The VP of Programming will initiate initial contact with all student groups eligible to nominate for Trending Topics the first week of February during the preceding academic year. This will continue to be the method of contact for all student group needs during the Trending Topics process.
The Speaker of the Treasury will oversee the appeals session for voting on the Trending Topics speaker lineup for the academic year to come. The Trending Topics series will be decided upon by Treasury in a special appeal session. The VP of Programming and the Speaker of the Treasury will determine the exact date for this appeal session as well as the final list of speakers that will present before Treasury for their nominee. The amount allocated for Trending Topics each year will be decided during the annual General Budget session.

If your student group’s speaker is selected for the Trending Topics series, your student group is responsible for coordinating any adjacent programming. This could include a reception, a meet and greet, a book signing, etc., and your group should collaborate with Campus Life to make appropriate arrangements. The nominating group or groups are also responsible for creating PR around their speaker’s visit to campus.

**Student Sustainability**

The Student Sustainability Board (SSB) is an entity of Student Union that aims to incorporate practical sustainability measures into University programs and events. SSB does this by allocating funds to sustainable projects and by offering environmental consulting services to student groups planning events. Additionally, SSB environmental consulting services were utilized at small events (15 people) and large events (1,000+ people) alike.

SSB is now accepting appeals for project and/or composting funding! To request compostable plates/cups/cutlery for an event with under 100 attendees, fill out the [Compost Stockpile Request Form](#) at least a week in advance. To request compostables for an event with over 100 attendees OR funding for a sustainable project, fill out the [Appeals Form and Information Sheet](#). Appeals are considered on the 1st and 15th of each month. For projects, SSB will discuss allocation and assign a member to the project if approved. This SSB member will then work with the appealing group to refine the budget and implement the project. All appeals must be in compliance with Student Union policies. Contact [ssb@su.wustl.edu](mailto:ssb@su.wustl.edu) with any further questions.

**Loans**

All student groups are eligible for loans through the Vice President of Finance. Loans are contracts signed by the student group president, student group treasurer, SU Business Manager, and the Vice President of Finance. Usually a loan must be repaid by the end of the academic year, but the timeline for repayment can be adjusted based on the situation.

Loans are generally used to assist in funding items or events not typically funded by Student Union through the appeals or budget process. Loans are also often used to help provide the capital to put on a fundraiser. Examples include: t-shirts, recording CDs, and ThurtenE. If a student group is interested in holding an event or purchasing an item not funded by Student Union, the group can inquire about a loan. A detailed repayment plan outlining sources of income to repay the loan in full by the due date must be provided for approval.

Loan requests are submitted online at [sufinance.wustl.edu](http://sufinance.wustl.edu). Please also contact the Vice President of Finance after submission to discuss the nature, terms, and repayment plan of the loan.
**Deposits**

When Student group receives money from sources such as a subsidy for an event or program, fundraising efforts or collection of fees, the group Treasurer is responsible for depositing funds into their student group account. Any time money is collected by the student group, it must be deposited in the appropriate student group account. Deposits should be made within 24 hours of the conclusion of an event, program, fundraiser or collection of funds. Money collected to support an allocation must be deposited into the same account where the allocation is posted. Spending money that is received from sources such as a subsidy for an event or program, fundraising efforts or collection of fees prior to depositing funds into the appropriate student group account is considered a violation of SU policy. All collected funds must be deposited first before any spending can occur. Evidence of not depositing funds into a student group account may impact future funding.

Funds deposited into a student group account for the sale of goods are subject to Missouri Sales Tax Law. If sales tax is applicable, the student group is responsible for payment of those taxes, and the deposit will be reduced by the appropriate amount.

[Click Here to See How to Submit a Deposit on pgs 36 - 37]

**Gift/Donation Deposit**

Gifts are tax deductible to the individual or organization so it is important to track these funds. The student group should not deposit these funds without assistance from SU. Tax documents and an acknowledgment letter will be sent to the donor for the gift/donation by the University and SU. If a student group provides goods and/or services in exchange for the gift/donation, then this should not be deposited into the gift account because it is not considered a tax-deductible donation.

[Click Here to See How To Receive a Gift/Donation Deposit on pg 37]
[Click Here to See How To Submit a Gift/Donation Deposit on pg 37]

**Receiving money from a WashU Department - Interdepartmental Order - ID**

An interdepartmental order (ID) is used to transfer funds to/from another University department. In order to receive the funds, SU must bill the department.

[Click Here to See How to Receive Money from a WashU Department - Interdepartmental Order - ID on pg 37]
Student Group Spending

SU Finance

SU Finance is the financial system used in Student Union to submit budget, file appeals, create request forms, track group spending, schedule appointments, communication, reserve Bear Bucks and credit card machines.

Click Here to See How To Access SU Finance on pg 38

Click Here to See How To Use My User Portal on pg 38

Click Here to See How To Use Track Spending on pg 38

Click Here to See How To Use My Pending Requests on pgs 38 - 39

Click Here to See How To Delete a Request Form from My Pending Requests on pg 39

Click Here to See How to Duplicate a request form in My Pending Requests on pg 39

Click Here to See How To Book an Appointment on pgs 39 - 40

Check Request

A check request form is used to pay vendors for goods and services that cannot be procured with a SU credit card or purchase order and to reimburse individuals with student group related expenses. Student Union will not reimburse students for expenses incurred before funding approval.

Check request forms must be submitted within 14 days of purchase in order to be processed for payment. Failure to comply will result in non-payment.

No reimbursements will be processed for programming after the last day to program each semester without approval in WUGO.

Click Here to See How To Fill Out a Check Request Form on pgs 40 - 41

Click Here to See How To Fix a Rejected Request Form on pg 42
Additional Supporting Documentation required on the following Check Request Forms:

Gifts/Prizes/Acknowledgments

If a student group purchases items to be given as gifts, acknowledgments or prizes, then extra supporting documentation is required in addition to the proper documentation mentioned above. A Gift, Prize and Award Form must be included with the request form. Click here to see the form on the Campus Life website. The following information is required to complete the form:

• Recipient’s name – who received the gift/acknowledgment/prize
• Social security number
  • If it is a student/employee, just their ID # is necessary
• Home address
• Description and value of each gift, award or prize
• Date of purchase
• The reason of purchase

If a gift card is purchased, it is very important to be mindful of the Student Union restriction that gift cards purchased from merchants who sell alcohol is prohibited.

Donations

If a group wants to make a donation to a charity, supporting documentation is a letter of intent. This is a document outlining an agreement between two parties. The document required should be on the charity’s letterhead. It should contain the dollar amount that is being committed. Charities are familiar with issuing such documentation. Click here to view a sample letter of intent.

If a group is wanting to make a charitable contribution from the proceeds of a revenue allocated event, the donation process must wait for revenue accounts to balance at the end of the semester.

Contracts

A contract is required any time a student group enters into an agreement with an individual or company to perform a service.

Student groups must work with approved staff members in Campus Life to have contracts signed, using the GPS (Group Pathways to Success) Advising. Click here to be directed to their website. Student groups, Business Coordinators and Business Manager are not allowed to sign contracts.

Contracts - Payments for Services/Performances

Student groups are not allowed to pay for contracted services and submit for reimbursement. Student Union WILL NOT REIMBURSE. All payments must be made directly to the service provider or performer by University check and contracts are required.
Contracts - Paying University Employees and Students

If a student group contracts for a service with a University employee or student who is employed by the University, the employee will be paid for the service on the payroll period following the review and approval of the Check request form.

Labor Laws prevent hourly employee’s/student employees from working more than 40 hours per week unless their employer is willing to increase their rate of pay to time and a half for hours worked in excess of 40. Paid workers must not work over 40 hours per week. If this should occur, the student group will be responsible for paying time and a half. A time sheet must be attached with the contract.

Click Here to See a Timesheet for WashU Employees and Students

Click Here to See the Campus Life Contract Website Page

Contracts - Paying Individual Students or Student Groups

Student groups are not allowed to hire members of their own student group for paid services. If a student is hired from outside the student group, Student Union will pay up to $15 per hour using allocated funds and a contract is required for the service rendered. Any rate in excess of $15 per hour must be paid from student group fundraising or gift accounts.

No student or student group may provide services under a name or in such a way that it could be construed as running a business. No Student Union resources should be used.

Student groups, who submit false information, including contracts and invoices, to Student Union or any other University department, will be considered for immediate referral to University Police, the Judicial Administrator or other Conduct official to face criminal or Washington University Judicial Code charges.

All supporting documentation must be physically turned into a student worker at the Business Coordinators window for processing:
• Completed Check request form
• W-9 (Foreign entity will need a W-8BEN)
• Signed contract – signatures from Campus Life staff and vendor
• Time sheet if payment is to a WashU employee or student employee

Click Here to See the Campus Life Contact Information Website Page
**SU Credit Cards**

All SU student groups have access to use the following credit cards: Visa, Schnuck’s, Sam’s Club, Amazon and Enterprise. The Schnuck’s credit card is the only card that may be physically checked out of the Business Coordinator’s office.

An appointment is required with the group assigned Business Coordinator to use all SU credit cards. Credit card transaction should be a minimum of $20 to schedule an appointment. Please plan in advance as appointments are limited.

If using personal credit cards and want order shipped to the SU office, please use this shipping information:

Name of Student Group  
Washington University in St Louis  
6475 Forsyth Blvd  
DUC Room 270/250 CB 1128  
St Louis, MO  63105

**Misuse of Credit Cards**

All SU and University rules apply to any and all items purchased. Misuse of any of the SU credit cards failure to comply with SU policies will result in immediate loss of privilege to the student group pending investigation. Individuals may be held personally liable for unapproved or inappropriate purchases.

**SU VISA Credit Card**

The SU Visa can be used to make purchases in the Campus Life/Student Union office over the internet or by phone.

If the purchase is for a large scale event, involves alcohol, bringing minors to campus or travel related, the event must be registered in WUGO prior to making the appointment and using the SU Visa.

If the purchase is to make travel arrangements for a guest speaker, there must be a signed contract first showing the guest speakers commitment to speaking prior to student group paying for airfare/hotel.

- An all-inclusive payment to the guest speaker for speaking engagement and travel is the Student Union preferred method

Merchandise purchased using the SU Visa card can only be shipped to a WU address, campus box or SU.
Anyone in the student group can make an appointment and meet with the assigned Business Coordinator to make purchases, but prior to the appointment, an electronically submitted SU Credit Card request form is required. A reasonable estimated amount can be used if the exact dollar amount is unknown. The Business Coordinator can make any adjustments, if necessary.

**Click Here to See How To Fill Out a SU Visa Request Form on pgs 42 - 43**

**Schnuck’s Card**

The Schnuck’s card can be used at any Schnuck’s location to purchase groceries and/or supplies for group activities. It can be checked out via an appointment with the student group assigned Business Coordinator. The Schnuck’s card can be kept until the next business day. An appointment is not required to return the credit card. The Schnuck’s card and the Schnuck’s receipt must be given to the student worker at the Business Coordinators window or slid under the Business Coordinator’s office door after hours.

Anyone in the student group can make an appointment and meet with the assigned Business Coordinator to make purchases, but prior to the appointment; an electronically submitted SU Schnucks request form is required. A reasonable estimated amount can be used if the exact dollar amount is unknown. The Business Coordinator can make any adjustments, when card and receipt are returned.

**Click Here to See How to Fill Out a Schnuck’s Request Form on pg 44**

**Sam’s Club**

Anyone in the student group can make an appointment and meet with the assigned Business Coordinator to make purchases, but prior to the appointment; an electronically submitted SU Sam’s Club request form is required. A reasonable estimated amount can be used if the exact dollar amount is unknown. The Business Coordinator can make any adjustments, when necessary.

The order will be placed and prepaid online using the Student Union Sam’s Club account and credit card. Here is a list of what must be emailed to the student group Business Coordinator prior to the appointment:

- Sam’s list
  - Item #
  - Quantity
- Day and time of pick up – order can only be placed 5 days out and never on the same day of pick up
- Name, mobile # and email address of student picking up the order

Student will receive a confirmation e-mail indicating that the selected club has received their order and is working to fulfill it.
Student will also receive an e-mail confirming their order is ready for pickup at the selected club. Please do not go to the club until the email has been received. Sam’s Club will hold an order for up to 24 hours after the requested pick up date. If the student doesn’t pick up an order within 24 hours of the pick-up date, the order will be cancelled, and Sam’s Club will return the items to inventory. Student groups will not be charged for Club Pickup orders that are not received.

Please NOTE: If a Club Pickup order contains any fresh items, those items will only be ready on the day chosen for pick up and will not be held longer.

Once the student arrives, proceed to the customer service desk to check in with the club. The authorized pickup person will need a current, government-issued photo ID and order number or Ready for Pickup Email or Text Message. The student will be required to sign for Club Pickup orders. One of the Club Pickup associates will retrieve the order.

Click Here to See How to Fill Out a Sam’s Club Request Form on pgs 44 - 45

Amazon Purchases

The SU Amazon account can only be used to purchase items from Amazon. The Amazon account has Prime associated with it and the account is sales tax free.

Anyone in the student group can make an appointment and meet with the assigned Business Coordinator to make purchases, but prior to the appointment, an electronically submitted Amazon request form is required. A reasonable estimated amount can be used if the exact dollar amount is unknown. The Business Coordinator can make any adjustments, when necessary.

Prior to appointment, student group should email the assigned Business Coordinator an Amazon wish list, or links to items & quantities being ordered.

Click Here to See How to Fill out an Amazon Request Form on pg 45

Enterprise

The travel policy applies to all cases where travel is organized and sponsored by a student group and the destination is outside a 50 mile radius from the university or includes an overnight stay. Car rental reservations must be done with the group’s assigned Business Coordinator and an appointment must be made to book the car reservations.

Click Here to See the Campus Life Travel Policy

Click Here to See How to Reserve an Enterprise Car Rental on pg 46

Click Here to See How to Fill Out an Enterprise Request Form on pgs 46 - 47
Paying a WashU Department - Interdepartmental Order – ID’s

An interdepartmental order (ID) is used to transfer funds to or from another student group or University department. An Interdepartmental Order request form is required for payment to another department and to transfer funds from SU groups.

When planning an event where costs may be associated like premier spaces, Bon Appetit, Knight Center, or WFF, a submitted Interdepartmental Order request form should be filled out at the time of reserving or committing to such services. Once the event is over, the department bills SU and the Business Coordinators must pay the bill immediately.

If the student group is being billed by another department, the student group’s department billing number is 009125. Please provide the following information and request it to be provided on the actual bill:

• Name of the student group
• Event name and event date
• Description of charge

When transferring money from one student group to another student group, the student group paying money, not receiving the money, should fill out an Interdepartmental Order (ID) request form.

Click Here to See How to Fill Out an Interdepartmental Order (ID) on pg 47

Click Here to See How to Fill Out an Interdepartmental Order for the Purchase of Buttons (ID) on pg 47

Purchase Order

A purchase order (PO) is a commitment of university funds between the university and a vendor. POs should be processed before an invoice is generated and sent to the University. Purchase Orders protect the University and the seller. Click here to see the purchase order policies and full details.

Click Here to See How to Fill Out a Purchase Order Request Form on pg 48

Student Groups Supported by Campus Partners or University Departments

All financial transactions required for programming must be processed through the Student Union office. Any and all payments for goods and services budgeted from Student Union accounts must be processed through the systems we have in place. We will not reimburse departments or campus partners for program expenses that should be processed directly through your group’s accounts.
Miscellaneous Policies

Attendance Policy Section
For all SU recognized group events that are funded in any way from operating, revenue, or appeals accounts, at least 85% of those in attendance must be Washington University undergraduate students. However, if the event is a performance and if venue capacity allows, the remainder of the event access may be made available to non-undergraduate students. Exceptions can also be made by Vice President of Finance (finance@su.wustl.edu).

Large Scale On-Campus Fundraising Events
Groups that exist solely to plan/put on large-scale fundraising events on campus (e.g. Dance Marathon and Relay for Life) and use Operating money to help put on the event must apply for an exception to the Vice President of Finance. These exceptions will be made on a yearly basis. Please contact the Vice President of Finance (finance@su.wustl.edu) at the beginning of the school year to begin this process. Any registration fees being charged or collected for an event must be deposited into the SU account being used to pay for the related event expenses.

Last Day to Program Exception Requests
We ask that groups not program during reading and finals weeks. The Last Day to Program rule helps to ensure that students take a break from their student group activities to focus on studying for exams. Groups may request an exception for reading/finals week by filling out this request form on WUGO. Exceptions are made for study-break type events with minimal planning involved. If missing the event will negatively impact members in any way, the event will not be approved.

Deregistered Groups
Student Union reserves the right to recollect any and all funding remaining in any group account in the event of deregistration. This includes SU allocations, fundraising and gift balances. All recollected SU allocations will be placed in a Student Union reserve account to be administered towards general student group allocations. Recollected fundraising or gift funds will be placed in the Student Union general fundraising or gift account.

Failure to follow policies
Failure to follow these financial policies can lead to various penalties against the group or individual who commits the infraction. Penalties include but are not limited to: a warning, a fine levied on the group, deregistration of the group, or reporting the individual responsible to the University. To see a list of disciplinary actions which might be taken by Student Union, please see Article VI, Section 7 of the Student Union Statutes. Click here to see the SU Statutes.

Because the University Judicial Code applies to student group conduct, the University reserves the right to undertake a review process conducted by a member of the Student Union or Campus Life staff when concerns arise regarding appropriate utilization of student group funds. Sanctions may be imposed on individuals and student groups through this process.
Resources

Office Resources

These resources are available to any recognized student group and are located in Campus Life for usage. Campus Life DUCSA’s are available during normal office hours to assist group members with any of the items listed below:

- Balloons and Helium Tank
- Bear Bucks Machine*
- Button Supplies
- Cash Boxes
- Computers to use for SU financial transactions and printing materials for student groups
- Copy paper, card stock, colored paper and colored butcher paper
- Credit cards: Amazon, Sam’s Club, Schnuck’s and Visa
- Credit Card Machine*
- Die Cut Machine – located in the SU office
- Poster maker - located in the SU office
- General supplies: markers, scissors, staplers, paper shredder, hole punches, tape, pens, crayons, colored pencils, and other basic office supplies
- Paint room supplies and underpass reservation system
- Paper trimmer
- Printer/Copy/Fax
  - Campus Life student worker can provide student group members with their copy code.
  - Student groups have a printing budget of $300 per year for printing materials the group.
  - Student Union has the ability to monitor any copies produced on these machines. If used for unauthorized purposes such as personal use, student group is subject to fine and loss of privileges.
- Space is available in the DUC, Residential Life and the 560 Building. **
- Student Group Mail Folders (group responsible for checking these without notifications)
- Tax-exempt student groups can save on tax when purchasing and payments to merchants in Missouri with the University Sales Tax Exempt letter. See Business Coordinator for assistance.
- Long Term Storage – Student Union offers long-term storage to student groups with equipment that is used only on an occasional basis. These storage units are located in the Millbrook Garage and Academy Building. Please contact the Activities Committee for questions and additional information activities@su.wustl.edu
- Equipment rental from the Harvey Media Center ***

Student Union Office Addresses:

<table>
<thead>
<tr>
<th>UPS / FEDEX</th>
<th>United States Postal Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Student Group</td>
<td>Name of Student Group</td>
</tr>
<tr>
<td>Washington University in St Louis</td>
<td>Washington University in St. Louis</td>
</tr>
<tr>
<td>6475 Forsyth Blvd</td>
<td>One Brookings Drive</td>
</tr>
<tr>
<td>DUC Room 270/250 CB 1128</td>
<td>Campus Box 1128</td>
</tr>
<tr>
<td>St Louis, MO 63105</td>
<td>St. Louis, MO 63130</td>
</tr>
</tbody>
</table>
Rules for Bear Bucks and Credit Card Machines*

The Bear Bucks machine (which utilizes your Washington University ID) and Credit Card machine can be used to purchase tickets to events, collect dues and/or registration fees or sell merchandise being sold by Student Union groups. These machines are available for student groups to reserve to sell items to fellow students, University faculty or staff.

Student groups can only reserve one machine per day. Machines must be returned by 10:00 am daily even if the group has consecutive day reservations.

Machines must be picked up directly from the Campus Life/Student Union Office on the second floor, Monday – Friday by 4:30 pm. For weekend reservation, machines must be picked up by Friday at 4:30 pm.

They cannot be used for the following purposes:

• To collect donations
• Sell alcohol
• Sell home baked good
• Date auctions
• Auctions for dinner or outings with specific persons
• Auctions or sales of services offered by non-professional service providers
• Sale of animals
• Sales by outside vendors

Funds will be automatically deposited into the student group’s account around the 10th day of the following month.

• Only registered Student Union groups may use machines.
• Student Union groups may not sponsor Non-SU Groups, University departments or outside entities for use of these machines.
• All items being sold must have a set price
• Machines must never be left unattended for any reason. Groups will be responsible for the safekeeping of the machines and supplies.
• Group must have a trained operator at all times.
• Student groups will be held responsible for damaged or lost equipment, and funds will be withdrawn from groups’ fundraising or gift account.
  • The cost to replace a machine is between $850 - $1,000 per machine.
  • The cost of all lost equipment is $100
• Machine must be returned to the Campus Life/Student Union Office after the finish of their reservation by 10am the next business day.
• Student group sales are subject to Missouri sales tax laws.
• Student groups are subject to a 3% service charge.
Credit Card Machines*
• Never electronically store cardholder data.
• Never accept payment via Email. Tell the customer the other ways of submitting payment, NEVER process the transaction until they submit via the proper channels.
• If you must write down the credit card information, keep it in a locked, secure place until it can be processed, then the paper needs to be destroyed immediately by shredding, pulping or incineration.
• Never store any of the following information in any format; Magnetic Stripe, CVC2/CVV2/CID, PIN Number.

Schedule of Fines
• Late return of equipment will result in a $100 fine out of your group’s fundraising or gift account and or suspension of card reader privileges.
• Readers left unattended will be subject to a $100 fine and privileges will be suspended for one semester. NO EXCEPTIONS.
• Misrepresentation of Sales: Groups who misrepresent sales in any way are subject to loss of all revenue and/or suspension for one semester of card machine privileges. This includes but is not limited to selling items prohibited by SU policy or selling tickets, goods or services of outside entities or non-SU groups.

FAILURE TO FOLLOW THIS POLICY MAY RESULT IN THE LOSS OF THIS PRIVILEGE AT THE DISCRETION OF STUDENT UNION PROFESSIONAL STAFF.

On-Campus Room Rentals**
Student Union has a signed contract with Danforth University Center, Residential Life and the 560 Building for student groups to use their spaces free of charge. These spaces are paid as a general line item in SU General Budget.

Danforth University Center
• Student groups can reserve the all spaces in the DUC under the SU contract with the DUC and not have it effect their individual budgets.

Additional Fees groups are responsible for:
• Pre cleaning, post cleaning and reset of room
• Damage to room will be charged to the student group’s fundraising/gift account

Contact the Event Coordinator for any additional fees that might be associated with your program.

Residential Life
The following locations are available under the SU contract with Res. Life:
College Hall
Lopata Multipurpose Room
South 40 Private Dining Room
Ursa’s Stage Side
Village Private Dining Room

Mudd Multipurpose Room
Lopata Great Hall
Ursa’s Fireside
Village Black Box Theatre
Additional Fees groups are responsible for:
• Pre cleaning, post cleaning and reset of room
• Damage to room will be charged to the student group’s fundraising/gift account
• Security
• Box Office
• Contact the 560 Building for any additional fees that might be associated with your program.

560 Building
The following locations are available under the SU contract with 560 Building:

<table>
<thead>
<tr>
<th>Location</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>E. Desmond Lee Concert Hall**</td>
<td>Up to 15 days per semester</td>
</tr>
<tr>
<td>Pillsbury Theatre**</td>
<td>Up to 10 days per semester</td>
</tr>
<tr>
<td>Ensemble Rooms 101, 102, or 103</td>
<td>Up to 110 hours/week among</td>
</tr>
<tr>
<td></td>
<td>the three rooms</td>
</tr>
<tr>
<td>Recital Hall</td>
<td>Available when Ensemble Rooms</td>
</tr>
<tr>
<td></td>
<td>are booked</td>
</tr>
<tr>
<td>Dual Piano Room</td>
<td>Available when Ensemble Rooms</td>
</tr>
<tr>
<td></td>
<td>are booked</td>
</tr>
</tbody>
</table>

** Includes the room, lobby areas, green room, dressing rooms and available equipment

Additional Fees
Contact the Event Coordinator for any additional fees that might be associated with your program.

Additional Fees groups are responsible for:
• Pre cleaning, post cleaning and reset of room
• Damage to room will be charged to the student group’s fundraising/gift account

Equipment Rentals***
Student Union has a signed contract with Harvey Media Center for student groups to rent equipment free of charge. The rented equipment is paid as a general line item in SU General Budget.
SU groups can reserve HMC Media Rentals under the SU contract with HMC and not have it effect their individual budgets.

Additional Fees groups are responsible for:
This does not cover equipment specific to premier spaces
Late fees will be charged to the student group’s fundraising/gift account
Damage to equipment will be charged to the student group’s fundraising/gift account.
Contact the HMC for any additional fees that might be associated with your program.
Electronic Waivers

Electronic waivers are a benefit available to your student group to use for high impact events/programs involving a large number of participants.

Setting up an “E-Waiver” will allow you to present a participant (student/non-student/minor) with a web page that will allow accepting and signing a legal waiver that is approved by Washington University’s legal department.

To get more information about acquiring an E-Waiver please contact the Program Coordinator you are working with in the Campus Life office for additional information.
How To Access Your Appeals Account
The appeals allocation is moved from an SU account to the group’s appeals account in Track Spending by the Business Manager. However, appeal spending can happen the minute the funding has been approved. If spending needs to start prior to funding appearing in Track Spending, just let the group’s Business Coordinator know that the purchase is for an appeal allocation via email, appointment time or request form.

How To Submit a Deposit
• Fill out and print a Deposit Voucher request form in SU Finance
• Pick up a deposit bag from a student worker who sits at the window in the Business Coordinators office – Ste 257
  • Fill out the deposit slip that is inside the deposit bag – press hard when writing so that information is transferred onto all three copies (white, yellow and pink)
    • Date – today’s date
    • Currency – this is the cash amount
    • Coins amount
    • Checks
• Enter the check number which is located on the upper right hand corner of the check
• Enter check amount
• All checks will need to be endorsed (signed)
  • Use the endorsement stamps on the back of the checks – get the stamp from a student worker who sits at the window in the Business Coordinators office – Ste 257
• Make a copy of all the checks – front side only
  • Hint – when making copies of the checks on the copier, put a piece of 8.5 x 11 paper on top of the checks so that the copier is tricked into thinking that the checks should automatically be printed on the 8.5 x 11 paper size
  • Hint – some checks won’t copy due to fraud protection so if this happens, take a picture of the check and print that picture
• Enter total of all Currency, Coins and Checks
• Follow the arrow to enter Total Deposit
• Enter the number of checks into the Total Items
• Add the name of the Student Group in the area under the Total Items and Total Deposit boxes
• Add the deposit bag number underneath the Student Group name
• Fill out the outside of the bank bag
  • Date – today’s date
  • Location Name – SU and then Student Group name
  • Cash total amount – currency and coins
  • Check’s total amount
  • Total amount – cash, coins and checks
• Put the WHITE deposit slip into the deposit bag along with all Cash, Coins and Checks
• Remove receipt tear strip
• Peel away the adhesive strip
• Fold over to seal the deposit bag
• Staple the copies of the checks behind the request form
• Tape the pink copy of the deposit slip onto the bottom of the request form
• Paperclip the yellow copy of the deposit slip onto the front of the request form
• Hand the completed deposit bag and request form paperwork to the student worker for them to review
• Student worker will collect the student id before handing out the bank key
• Go to the Bank of America drop box located next to the ATM outside of Mallinckrodt
• Return the key to student worker, get student id
• Student worker will put the paperwork in the Business Coordinators inbox for processing

How To Receive a Gift/Donation Deposit
To receive a donation or gift from an individual or an organization, please go to http://alumni.wustl.edu/give/ for instructions. If a donor would like to pay by credit card, go to the Washington University on-line giving website https://gifts.wustl.edu/giftform.aspx.

If the donors are paying by credit card, they should go to the Washington University on-line giving website. Under “Where would you like to direct your gift” select “other” from the drop down menu and then enter the name of the student organization.

Any donations made by check should be payable to Washington University – Student Group Name. If an organization requests the Washington University in St Louis W-9, email your assigned Business Coordinator to request this information.

The check can be sent to:
Washington University – Student Group Name
1 Brookings Drive
Campus Box 1128
St Louis, MO  63130

The check will be put into the group’s mail folder once it is received.

How To Submit a Gift/Donation Deposit
• Fill out, submit and print a Deposit Voucher request form showing money going into the Gift account.
• Make a copy of the check – front side only
• See a student worker for the endorsement stamp and to turn in submitted request form, check and copy of the check which will be given directly to the group’s Business Coordinator for proper processing.

How To Receive Money from a WashU Department - Interdepartmental Order (ID)
• Fill out an Interdepartmental Order request form and submit electronically
• Select your student group name from the drop down box under Who is Receiving Payment
• Who is making Payment must include the name of the department and the department billing number
• The description box should contain the contact name and phone number of the individual committing the funds, and a description of how the funds should be used
• Do not print request form – electronically submitted request form pops up into the student group’s assigned Business Coordinator’s processing stream
How To Access SU Finance
• Go to sufinance.wustl.edu.
• A WUSTL key is required to login.

How To Use My User Portal in SU Finance
• Read messages in Portal
• Access Track Spending
• Fill Out a Request Form
• Check My Pending Requests
• File an Appeal
• Book an Appointment

How To Use Track Spending in SU Finance
Track Spending is a way of keeping a record of your student group financial activity for anyone to view
• Use the Fiscal Year drop down box to view current and previous fiscal year group activity
• BA refers to the allocation from SU
• PC refers to entries paid via a SU credit card request form
• CR refers to entries paid via a Check Request request form
• ID refers to entries paid or received via an Interdepartmental Order request form
• DV refers to entries received via a Deposit Voucher request form
• MD refers to entries received via a Credit Card Machine request form
• BD refers to entries received via a Bear Bucks Machine request form
• CC refers to entries made by staff because a Check Request check was canceled
• RC refers to entries made by staff because a canceled Check Request check needed to be re-issued
• Transaction Date refers to the day when items were posted to your accounts
• Doc # refers to the document number assigned in the WashU accounting system and the SU Finance request form transaction #
• Vendor/Person refers to who is receiving money
• Event refers to an SU allocated event or a created event via a group re-allocation
• Expense Description refers to the who, what, where, when, why of the entry – this is important to the student group for record keeping and to Budget Committee at budget time
• Expense refers to money going out of the account
• Deposit refers to money coming into the account
• Balance refers to the current Track Spending amount
• Available Balance refers to the current Track Spending amount plus any pending request forms that have been entered into SU Finance but not posted to Track Spending – this is the most accurate account balance

How To Use My Pending Requests
This is a list of outstanding request forms that have not posted to Track Spending and can be viewed by different filters.
• Use the drop down box next to Status to filter all pending requests created by the group

If someone filled out the request form who is not the Treasurer, the Pending Requests will only show the outstanding request forms created by the individual. Only the Treasurer will be able to see all outstanding request forms if they didn’t create.
It is the group responsibility to consistently be reviewing the Pending Requests list for:

- Timely processing – for a status update on a particular request form, please email the group’s assigned Business Coordinator and identify group requesting and the request transaction number.
- Accurate records - as soon as a dollar amount has been entered into a saved created request form, the available balance will immediately reflect the credit or debit. So it is important to keep track of outstanding requests forms for the most financial successful experience
- Un-submitted requests
- Requests that need to be deleted

**How To Delete a Request Form from My Pending Requests**
- Locate the request form to be deleted in the My Pending Request list
- Hover over the request form that should be deleted and a pop up box will appear
- Select Delete and a message box will pop up asking permission to delete

**How to Duplicate a Request Form in My Pending Requests**
If multiple request forms are needed for the same event, the group can duplicate the request form instead of creating a new request form each time.

- Once you have saved a created request form, hover over the request form and a pop up box will appear
- Select Duplicate and a message box will pop up asking permission to duplicate - Note that the original request form has only one transaction number assigned to it – the duplicated request form will show the new transaction number assigned but below it will reference the original transaction number for reference
- Continue to fill out the newly duplicated request form by updating any necessary information and submit:
  - Description
  - Who is being paid
  - Amount
  - Account

**How To Book an Appointment**
The Business Coordinators work by appointment when helping groups with financial transactions. Appointments can be booked fourteen days in advance.

- Select Book an Appointment from the menu on My User Portal
- Book Now with the group’s Business Coordinator
- Select the type of appointment that group is requesting
- Select time – it is important to be strategic when selecting the time if people outside WashU will be involved in the appointment time
- Provide information and hit done – it is important to be detailed in the reason for the meeting so that the Business Coordinator can prepare to assist group efficiently

It is the group’s responsibility to be prepared for the appointment.

If booking an appointment to pay for airfare, hotels, car reservations, have all necessary information ready to go:

- Flight departure/arrival dates and times
- Students full name as it is written on a government issued ID card
- Students date of birth
Appointment availability is limited so if you need to cancel, please do so in a timely manner.

**How To Fill Out a Check Request Form**
Submission of a request form via SU Finance is required before any financial transactions can be administered or processed.

Any member of a group can complete a check request form; however, the group’s treasurer is the only person that can submit (approve) the request. If a treasurer is being reimbursed, only the president can submit the request.

- Select Fill Out A Request Form from My User portal menu
- Select the Student Group requesting check request from the drop down box
  - If there are multiple receipts reimbursing the same individual for the same event, then only one request form is acceptable
- Select the existing allocated event or if the request is for an event that the group is re-allocating then select Create New and fill out information – events automatically fill from the budget submission except for all year round budgets
- Use the calendar to select the Actual Date of Event that is relative to the purchase
  - If there isn’t an actual event and this is a general purchase, then enter date of purchase
- Contact email should be auto filled
- Use the drop down box to select Check Request type
- Create This Request
- Select Special Mailing Instructions only if someone is physically picking up an actual check
  - Enter the name of person picking up the check
  - Click the box if the person picking up the check will be picking it up at North Campus – 700 Rosedale St Louis, MO 63112
    - If a held check is not picked up within 5 business days, it will be voided automatically.
  - Click the box if the person picking up the check will be picking it up at our office
    - If this is selected, enter Campus Box Number 1128
- Under Description of Purchase/Reimbursement/Deposit, enter details of the goods or services – this field will show up in Track Spending
  - If purchase is paid with cash but receipt doesn’t reflect the cash payment, put explanation in description box of request form
- Use the drop down box to select if request was related to Travel
  - Travel is considered 50 miles outside of the St Louis area
  - Registration fees / conference fees / competition fees are considered travel so the travel box should be marked
  - If submitting expenses related to travel, please refer to the travel policy before submission. Please note that expenses for travel not registered and approved in WUGO prior to departure, will not be reimbursed
- Enter the number of participants attending the event relative to the purchase
  - If this is a general purchase not related to an event, then enter the number of members in the student group
• Use the drop down box to select the Payee ID type
  • If the payment is to pay a vendor for goods or services, then select Social Security # or Federal ID # whichever is reflected on the W-9
  • If the payment is to pay a vendor for goods or services where the group has already paid the vendor in the past, then select Person/Company
  • If the payment is to reimburse an individual, then select Student/Staff ID # for someone here at the university or Social Security # for someone outside the university
• Fill out name of vendor/individual receiving the payment and the mailing address
  • If this is a payment to reimburse an individual, then select Student/Staff ID # for someone here at the university or Social Security # for someone outside the university
  • Fill in the amounts requested for each account
    • The group can divide the payment into multiple accounts on the same request
    • When the Expense box is checked, the system debits the payment.
    • The Amount Available reflects Current Balance (Track Spending balance) and all pending requests
    • Current Balance reflects the Track Spending balance
• Upload Supporting Documentation
  • Payments to vendors for goods and services
    • Proper documentation is a signed contract – DO NOT UPLOAD – contracts must be turned in with check request form and supporting documentation (contract and W-9) to the student worker sitting at the window to review and directly given to the assigned Business Coordinator
  • Payments to individuals for reimbursements
    • Proper documentation is a whole receipt that reflects:
      • Name of the business where purchase was made
      • Date of purchase
      • Itemization showing what was purchased
      • Proof of payment showing how purchase was paid – cash, credit card, check
        • If paid in cash and receipt doesn’t reflect that ask vendor to write paid in cash on receipt
        • A credit card statement doesn’t replace a receipt – it should only be used in addition to a receipt to show proof of payment if not reflected on the receipt
          • If uploading a credit card statement, black out any sensitive information and the actual credit card number
  • Uploads should be clearly visible to process
  • Once the group selects Choose file another option appears which is Upload Receipt Image – this must be done for the file to actually upload to the check request form
    • No need to submit any originals once submitted electronically
    • Group should hold onto the original receipts until check request is posted to Track Spending
• The check request can be saved or submitted at this time
  • Note that the difference is a saved request doesn’t show up into the Business Coordinators stream for processing but the submitted one does
    • Submitted check request forms are processed in the order in which they were received in the submitted status
How To Fix a Rejected Request Form
The Business Coordinators review and process all submitted request forms. When reviewing the request forms, there might be occasions where the Business Coordinators have to reject the request form to have issues fixed or to get further information.
  • A rejected request will automatically go from the submitted to the un-submitted status
  • A notification email is generated and sent to the President and Treasurer of the group
  • It is the group’s responsibility to address the issues
  • The Treasurer must re-submit the request form once issues are fixed so that the pending request pops back into the Business Coordinator’s processing stream

How To Fill out an SU Visa Request Form
  • Select Fill Out A Request Form from My User portal menu
  • Select the Student Group requesting the SU Credit Card Request from the drop down box
  • Select the existing allocated event or if the request is for an event that the group is re-allocating then select Create New and fill out information – events automatically fill from the budget submission except for all year round budgets
  • Use the calendar to select the Actual Date of Event that is relative to the purchase
    • If there isn’t an actual event and this is a general purchase, then enter date of purchase
  • Contact email should be auto filled
  • Use the drop down box to select SU Credit Card type
  • Create This Request
  • Use the drop down box to select the SU Visa as the credit card used
  • Under Description of Purchase/Reimbursement/Deposit, enter details of the goods or services – this field will show up in Track Spending
  • Use the drop down box to select if request was related to Travel
    • Travel is considered 50 miles outside of the St Louis area
    • If submitting expenses related to travel, please refer to the travel policy before submission. Please note that expenses for travel not registered and approved in WUGO prior to departure, will not be reimbursed
  • Enter the number of participants attending the event relative to the purchase
    • If this is a general purchase not related to an event, then enter the number of members in the student group
  • Payee ID Type auto-defaults to Person/Company
  • Fill out name of vendor/company receiving the payment and their phone #
  • Fill in the amount requested
    • The group can divide the payment into multiple accounts on the same request
    • When the Expense box is checked, the system debits the payment.
    • The Amount Available reflects Current Balance (Track Spending balance) and all pending requests
    • Current Balance reflects the Track Spending balance
  • Upload Supporting Documentation - failure to do this in a timely manner will result in a loss of privileges for using any SU credit card.
    • Internet purchases
      • Receipts must be uploaded immediately after the transaction during the appointment time
      • Proper documentation is a whole receipt that reflects:
        • Name of the business where purchase was made
        • Date of purchase
• Itemization showing what was purchased
• Proof of payment showing that the purchase was made via a credit card
• Uploads should be clearly visible to process
• Once the group selects Choose file another option appears which is Upload Receipt Image – this must be done for the file to actually upload to the SU Visa request form
• No need to submit any originals once submitted electronically
• Group should hold onto the original receipts until SU Visa request is posted to Track Spending

• Over the phone purchases
  • Receipts must be uploaded immediately after the student group receives the receipts
  • Proper documentation is a whole receipt that reflects:
    • Name of the business where purchase was made
    • Date of purchase
    • Itemization showing what was purchased
    • Proof of payment showing that the purchase was made via a credit card
    • Uploads should be clearly visible to process
  • Once the group selects Choose file another option appears which is Upload Receipt Image – this must be done for the file to actually upload to the SU Visa request form
  • No need to submit any originals once submitted electronically
  • Group should hold onto the original receipts until check request is posted to Track Spending
  • The Treasurer will have to submit the SU Visa request form again

• Invoices
  • If the student group has received an invoice from the vendor requesting payment:
    • No need to make appointment with Business Coordinator
    • Upload the invoice
    • Treasurer must submit SU Visa request form
  • This SU Visa request form will pop up into the Business Coordinator’s processing stream
    • The Business Coordinator’s will make payment and upload any receipts

• Multiple SU Visa request forms are required for the following – duplicating the SU Visa requests form is the most convenient:
  • Airfare – one request form per student
  • Hotel rooms – one request form per room
  • Car rental reservations – one request form per reservation
• Treasurer must hit the submit button for approval
How to Fill out a Schnuck’s Request Form
• Select Fill Out A Request Form from My User portal menu
• Select the Student Group requesting the SU Credit Card Request from the drop down box
• Select the existing allocated event or if the request is for an event that the group is re-allocating then select Create New and fill out information – events automatically fill from the budget submission except for all year round budgets
• Use the calendar to select the Actual Date of Event that is relative to the purchase
  • If there isn’t an actual event and this is a general purchase, then enter date of purchase
• Contact email should be auto filled
• Use the drop down box to select SU Credit Card type
• Create This Request
• Use the drop down box to select Schnuck’s as the credit card used
• Under Description of Purchase/Reimbursement/Deposit, enter details of the goods or services – this field will show up in Track Spending
• Use the drop down box to select if request was related to Travel
  • Travel is considered 50 miles outside of the St Louis area
  • If submitting expenses related to travel, please refer to the travel policy before submission. Please note that expenses for travel not registered and approved in WUGO prior to departure, will not be reimbursed
• Enter the number of participants attending the event relative to the purchase
  • If this is a general purchase not related to an event, then enter the number of members in the student group
• Payee ID Type auto-defaults to Person/Company
• Schnucks and phone number auto fill
• Fill in the amount requested
  • The group can divide the payment into multiple accounts on the same request
  • When the Expense box is checked, the system debits the payment.
  • The Amount Available reflects Current Balance (Track Spending balance) and all pending requests
  • Current Balance reflects the Track Spending balance
• Treasurer must hit the submit button for approval

How to Fill out a Sam’s Club Request Form
• Select Fill Out A Request Form from My User portal menu
• Select the Student Group requesting the SU Credit Card Request from the drop down box
• Select the existing allocated event or if the request is for an event that the group is re-allocating then select Create New and fill out information – events automatically fill from the budget submission except for all year round budgets
• Use the calendar to select the Actual Date of Event that is relative to the purchase
  • If there isn’t an actual event and this is a general purchase, then enter date of purchase
• Contact email should be auto filled
• Use the drop down box to select SU Credit Card type
• Create This Request
• Use the drop down box to select Sam’s Club as the credit card used
• Under Description of Purchase/Reimbursement/Deposit, enter details of the goods or services – this field will show up in Track Spending
• Use the drop down box to select if request was related to Travel
  • Travel is considered 50 miles outside of the St Louis area
• If submitting expenses related to travel, please refer to the travel policy before submission. Please note that expenses for travel not registered and approved in WUGO prior to departure, will not be reimbursed
• Enter the number of participants attending the event relative to the purchase
  • If this is a general purchase not related to an event, then enter the number of members in the student group
• Payee ID Type auto-defaults to Person/Company
• Sam’s Club and phone number auto fill
• Fill in the amounts requested for each account
  • The group can divide the payment into multiple accounts on the same request
  • When the Expense box is checked, the system debits the payment.
  • The Amount Available reflects Current Balance (Track Spending balance) and all pending requests
  • Current Balance reflects the Track Spending balance
• Treasurer must hit the submit button for approval

How to Fill out an Amazon Request Form
• Select Fill Out A Request Form from My User portal menu
• Select the Student Group requesting the SU Credit Card Request from the drop down box
• Select the existing allocated event or if the request is for an event that the group is re-allocating then select Create New and fill out information – events automatically fill from the budget submission except for all year round budgets
• Use the calendar to select the Actual Date of Event that is relative to the purchase
  • If there isn’t an actual event and this is a general purchase, then enter date of purchase
• Contact email should be auto filled
• Use the drop down box to select SU Credit Card type
• Create This Request
• Use the drop down box to select SU Visa as the credit card used
• Under Description of Purchase/Reimbursement/Deposit, enter details of the goods or services – this field will show up in Track Spending
• Use the drop down box to select if request was related to Travel
  • Travel is considered 50 miles outside of the St Louis area
  • If submitting expenses related to travel, please refer to the travel policy before submission. Please note that expenses for travel not registered and approved in WUGO prior to departure, will not be reimbursed
• Enter the number of participants attending the event relative to the purchase
• If this is a general purchase not related to an event, then enter the number of members in the student group
• Payee ID Type auto-defaults to Person/Company
• Fill out Amazon and their phone #
• Fill in the amount requested
  • The group can divide the payment into multiple accounts on the same request
  • When the Expense box is checked, the system debits the payment.
  • The Amount Available reflects Current Balance (Track Spending balance) and all pending requests
  • Current Balance reflects the Track Spending balance
• Treasurer must hit the submit button for approval
How to Reserve an Enterprise Car Rental
Prior to making the appointment to reserve cars:
• Student group must register the trip in WUGO
• Student group must know the following:
  • The dates of pick up and return
    • Return dates should be during Enterprise business hours
  • How many cars and the sizes
  • Who will be driving – each reservation must have a different assigned driver
    • First Name
    • Last Name
    • Phone Number
    • Email Address
  • Driver’s ages per Enterprise agreement
    • 18 years of age or older for up to a full size sedan
    • 21 years of age or older is required for anything over a full size sedan
    • Out of state rentals – drivers must be 21 years of age or older
• SU Visa – Enterprise electronically submitted request form
  • A reasonable estimated amount can be used if the exact dollar amount is unknown. The Business Coordinator can make any adjustments, when necessary.
  • Anyone in the student group can make an appointment and meet with the assigned Business Coordinator to make car rental reservations.

Picking up the reserved cars:
• Information required when arriving
  • Driver’s License
  • Group must bring the insurance cards to show proof of insurance and must be kept in the rental vehicle at all times
    • Insurance cards are obtained during the appointment time with the assigned Business Coordinator
  • If adding additional drivers to the reservation, there is no charge per the Enterprise agreement – applies only to the St Louis branches
  • When picking up a vehicle, always examine the vehicle for damages with the Enterprise Representative

Returning the cars:
• Refuel the vehicle prior to returning it to Enterprise

How to Fill out an Enterprise Request Form
• Select Fill Out A Request Form from My User portal menu
• Select the Student Group requesting the SU Credit Card request from the drop down box
• Select the existing allocated event or if the request is for an event that the group is re-allocating then select Create New and fill out information – events automatically fill from the budget submission except for all year round budgets
• Use the calendar to select the Actual Date of Event that is relative to the purchase
• Contact email should be auto filled
• Use the drop down box to select SU Credit Card type
• Create This Request
• Use the drop down box to select Enterprise as the credit card used
• Under Description of Purchase/Reimbursement/Deposit, enter details of the goods or services – this field will show up in Track Spending
• Use the drop down box to select if request was related to Travel
  • Travel is considered 50 miles outside of the St Louis area
  • If submitting expenses related to travel, please refer to the travel policy before submission. Please note that expenses for travel not registered and approved in WUGO prior to departure, will not be reimbursed
• Enter the number of participants attending the event relative to the purchase
  • If this is a general purchase not related to an event, then enter the number of members in the student group
• Payee ID Type auto-defaults to Person/Company
• Enterprise auto-fills and their phone #
• Fill in the amount requested
  • The group can divide the payment into multiple accounts on the same request
  • When the Expense box is checked, the system debits the payment.
  • The Amount Available reflects Current Balance (Track Spending balance) and all pending requests
  • Current Balance reflects the Track Spending balance
• Multiple SU Visa request forms are required for the following – duplicating the SU Visa requests form is the most convenient:
  • Car rental reservations – one request form per reservation
• Treasurer must hit the submit button for approval

How to Fill Out an Interdepartmental Order (ID)
• Who is Receiving Payment must include Department Name
• Select your student group name in Who is Making Payment by using the drop down box
• Under Description of Purchase/Reimbursement/Deposit, enter details of the goods or services – this field will show up in Track Spending
  • If the ID is for Knight Center, please add the name of the guest in the description
• Upload Documentation
  • Bon Appetite contracts should be uploaded
• Do not print request form – electronically submitted request form pops up into the student group’s assigned Business Coordinator’s processing stream

How to Fill Out an Interdepartmental Order for the Purchase of Buttons (ID)
• Who is Receiving Payment must be SU Operating
• Select your student group name in Who is Making Payment by using the drop down box
• Under Description of Purchase/Reimbursement/Deposit, enter details of the goods or services – this field will show up in Track Spending
• Print request form to give to the student worker in order to receive the buttons being purchased
• The group receives the first 100 buttons at no charge unless the buttons are being used for fundraising efforts
How to Fill Out a Purchase Order Request Form

• Select Fill Out A Request Form from My User portal menu
• Select the Student Group requesting the Purchase Order request from the drop down box
• Select the existing allocated event or if the request is for an event that the group is re-allocating then select Create New and fill out information – events automatically fill from the budget submission except for all year round budgets
• Use the calendar to select the Actual Date of Event that is relative to the purchase
• Contact email should be auto filled
• Use the drop down box to select Purchase Order request type
• Create This Request
• Fill out the fields for quantity, description and amount
• Description of Purchase/Reimbursement/Deposit will auto fill – this field will show up in Track Spending
• Use the drop down box to select if request was related to Travel
  • Travel is considered 50 miles outside of the St Louis area
  • Registration fees / conference fees / competition fees are considered travel so the travel box should be marked
  • If submitting expenses related to travel, please refer to the travel policy before submission. Please note that expenses for travel not registered and approved in WUGO prior to departure, will not be reimbursed
• Enter the number of participants attending the event relative to the purchase
  • If this is a general purchase not related to an event, then enter the number of members in the student group
• Use the drop down box to select the Payee ID type
  • If the payment is to pay a vendor for goods or services where the group has already paid the vendor in the past, then select Person/Company
• Fill out name of vendor receiving the payment and the mailing address
• Fill in the amount requested
  • The group can divide the payment into multiple accounts on the same request
  • When the Expense box is checked, the system debits the payment.
  • The Amount Available reflects Current Balance (Track Spending balance) and all pending requests
  • Current Balance reflects the Track Spending balance
• Upload Supporting Documentation
  • Proper documentation is an invoice
  • Uploads should be clearly visible to process
  • Once the group selects Choose file another option appears which is Upload Receipt Image – this must be done for the file to actually upload to the purchase order form
  • No need to submit any originals once submitted electronically
• Submitted purchase order forms pop up into the student group’s assigned Business Coordinator’s processing stream