

Updated July 15, 2016

Finance Training Manual



**STUDENT
COMMONS
AND ACTIVITIES**

The How-To Guide to Help Your Student
Organization Become Successful with Utilizing
Student Activity Fee Funds

The USC&A Finance Training Manual is your official how-to guide to help you gain an understanding of what is required from your student organization in order to appropriately use funding approved from your funding body.

The purpose of this manual is to help you and your student organization understand:

- ✓ financial responsibilities for student organizations (Pg. 3)
- ✓ vendor self-registration with eVA (Pg. 4)
- ✓ applying for funding (Pg. 5)
- ✓ criteria prior to accessing allocated funds (Pg. 11)
- ✓ budget reallocation request (Pg. 12)
- ✓ generating revenue (Pg. 13)
- ✓ establishing an outside bank account (Pg. 13)
- ✓ checking balance in RamsConnect (Pg. 14)
- ✓ trademarks and licensing (Pg. 15)
- ✓ submitting a purchase request (Pg. 16)
- ✓ creating an invoice (Pg. 23)
- ✓ travel authorization (Pg. 26)
- ✓ paperwork submission deadlines (Pg. 27)
- ✓ paperwork submission checklist (Pg. 28)

Any questions regarding the material presented in this manual can be addressed with the Coordinator for Student Organization Finance (CFSOF) at csof@vcu.edu.

Responsibilities of the Organization (as it relates to Finance)

We are here to assist with ensuring each finance request your organization submits is approved and processed in a timely manner. However, there are some things that we need you to take responsibility for to ensure each request is efficiently and effectively processed:

- **Communicate** – if there are exceptions to your purchase request submission, please immediately communicate with the Coordinator for Student Organization Finance
- **Submit Timely** – please ensure that all of the paperwork necessary for the purchase request is turned in according to outlined deadlines
- **Educate ALL Organization Members** – finance-approved officers (president and treasurer) must educate all organization members on appropriate financial processes

It is the organization's responsibility to contact the vendor you are ordering goods and/or services from. Your organization must:

- obtain the initial quote for the goods and/or services you are requesting
- place the order for the goods and/or services.
 - Exception: If your order will be paid with a credit card by USC&A Staff, then you will work with your Account Specialist to place and pay for the order.
- obtain the final invoice from the vendor and provide to the corresponding Account Specialist to ensure there is not a delay in vendor payment and purchase request completion
- advise the vendor that they will be paid by check 30 days after Accounts Payable receives the invoice and confirmation of goods received (generally with a packing slip received with order)
 - It is your responsibility to work with the vendor to ensure that payment is processed in a timely manner to vendors. Please collaborate with your vendor to ensure they are self-registered in eVA and provide VCU a copy of their W-9.
 - If your student organization is requesting a check reimbursement, it is your responsibility to make sure that your student organization is self-registered in eVA and provide VCU a copy of your W-9.

eVA Self-Registration information can be found here:

<https://eva.virginia.gov/pages/eva-registration-buyer-vendor.htm>

Self-Registration with eVA

VCU Procurement requires that each new vendor is registered in eVA. Unless information has changed for the vendor or your student organization, self-registration in eVA is required only once. To confirm whether or not your particular vendor is registered, complete a vendor search at this link:

https://logi.eproc.gipdc.com/External/rdPage.aspx?rdReport=Public.Reports.Report9001_Data



The screenshot shows the eVA Vendor List search interface. At the top left is the eVA logo. To the right is the title "eVA Vendor List". Below the logo is a link "Return to eVA Home Page". A search bar is present with a blue arrow pointing to it. To the right of the search bar are links for "Search" and "View All", and a checkbox labeled "Check to use 'Name starts with' search logic:". Below the search bar, there is a list of vendor names starting with letters A through Z and "Others". Below this list, it says "First 1,000 vendors listed". To the right of this, there is a note "To navigate buttons or enter page# and click your TAB key." and a pagination control showing "Page 1 of 10" with navigation buttons.

If the vendor is not registered in eVA, follow this link to complete the eVA vendor registration process: <https://eva.virginia.gov/pages/eva-registration-buyer-vendor.htm>

Once registration is complete in eVA, VCU needs a copy of the vendor's W-9. If the vendor does not have a W-9 to provide, then the vendor can complete the Commonwealth of Virginia [Substitute W-9](#) form and provide to the student organization. The student organization can scan the completed W-9 or Substitute W-9 to csof@vcu.edu so that the vendor can be created in VCU's accounting system.

For any questions or concerns regarding self-registration in eVA, please contact eVA Customer Care: (866) 289-7367

Applying for Funding Monroe Park Campus (MPC) Student Government Association (SGA)

If your organization originated on the Monroe Park Campus, then you will apply for funding through the Monroe Park Campus Student Government Association. Through the MCV Student Government Association, you are able to request three types of funding for your organization that will benefit the Monroe Park Campus student body. When you apply for funding through the Monroe Park Campus Student Government Association, keep in mind that:

- your organization has to be a registered VCU student organization with the Student Leadership and Involvement Center (brand new organizations or organizations that have been inactive for at least one year, must be registered for the current school year for at least 30 days before applying for funds)
- adhere to the deadlines that are associated with the funding type your organization plans to request
- all funding requests are submitted through Monroe Park Campus SGA's RamsConnect page (<https://vcu.collegiatelink.net/organization/mpcsga/availableforms>)

Funding Types – Monroe Park Campus Student Government Association

- **Operational funding** is used to help the organization to run smoothly (up to \$500.00 per academic year). Funds for the next fiscal year are applied for during the spring semester of the current year. Funding request deadline is February 15th (can only be requested and awarded once per academic year).
- **Travel funding** is used for conferences, competitions, and activities to help promote VCU (up to \$2,500.00 per academic year; up to \$500.00 per person). Even though travel funding may be awarded, the traveler still has to complete a travel authorization through the Student Leadership and Involvement Center prior to the travel. The travel authorization has to be completed and turned in at least 30 days prior to your trip. Failure to do so will result in VCU denying your request to travel or denying reimbursement for travel.

Event funding is used to help organizations fund an event (social; festival; carnival; dance; pageant; auction; open mic; concert; culture show; fashion show; etc.) (up to \$5,000.00 per semester – fall or spring only). For any event funding request totaling at least \$1,000.00 that will take place in a USC&A facility, you are required to meet with an Event Planner from Event & Meeting Services (University Student Commons and Activities, Room 106) prior to your meeting with Appropriations. A “Complex” event is noted by your USC&A Event Planner or meet two of the following criteria:

- more than 100 attendees
- ticket distribution (ticket sales or free tickets for crowd control)
- contracted services (caterer, performer, speaker, DJ, inflatables, etc.)
- police/security required (on-site cash exchange, alcohol, outdoor event, etc.)
- advanced AV (DJ, band, multiple microphones, speakers, etc.)
- alcohol served

Fundraising Grant is used to help organizations fund a fundraising event (up to \$1,000.00 per academic year). Any funds awarded from the fundraising grant will be subtracted from your event grant allowance. For any fundraising grant request totaling at least \$1,000.00 that will take place in a USC&A facility, you are required to meet with an Event Planner from Event & Meeting Services (University Student Commons and Activities, Room 106) prior to your meeting with Appropriations. Your student organization must be able to present, to the Appropriations Committee, a plan in which your student organization plans to raise the funds. The amount of funds raised should either be equal or greater than the amount you are requesting. Funds raised have to be donated to a third-party, non-profit, philanthropic organization. The Monroe Park Campus SGA Appropriations Committee requires proof of donation through the completion of the Expenditure and Donation Report, no later than 30 days after completion of the fundraiser.

Events, Fundraising, and Travel Deadlines

For Events, Fundraising, or Travel Dates in:	Deadline
August (Not earlier than the first day of classes), September, and October	April 1, 11:59PM
November, December (No later than the last day of classes)	September 1, 11:59PM
January, February, and March	October 1, 11:59PM
April, and May (No later than the last day of classes)	January 1, 11:59PM

Applying for Funding

Medical College of Virginia (MCV) Student Government Association (SGA)

If your organization originated on the MCV Campus and is considered an MCV student organization, then you will apply for funding through the MCV Student Government Association. Through the MCV Student Government Association, you are able to request funding for your event that will benefit the MCV campus student body. When you apply for funding through the MCV Student Government Association, keep in mind:

- your organization can apply for funding through the MCV Student Government Association at this link (<http://mccampussga.com/funding-requests>)
- requests must be submitted at least 2 months before the event
- your organization can apply for up to \$3,000.00 per academic year

Applying for Funding Graduate Student Association (GSA) Appropriations Committee

If your organization is considered a graduate student organization, you will apply for funding through the Graduate Student Association Appropriations Committee. When you apply for funding through the Graduate Student Association Appropriations Committee, keep in mind:

- your organization has to be a registered VCU student organization with the Student Leadership and Involvement Center
- the Graduate Student Association Appropriations Chair will provide your organization with the budget request form
- you will be applying for funding for the entire school year
- you must adhere to the funding request deadline established by the Graduate Student Association Appropriations Committee; late submissions may be subject to a late penalty fee

Applying for Funding Fraternity and Sorority Governing Councils Finance Committee

If your organization falls under the Fraternity and Sorority Life Governing Council, then you will apply for funding through the Fraternity and Sorority Life Governing Council Finance Committee.

- Your organization has to be a registered VCU student organization with the Student Leadership and Involvement Center (NOTE: new organizations will have to be registered for at least 3 months before applying for funds through the Fraternity and Sorority Life Finance Committee)
- All submissions will be done online (see instructions below)
- Communication will be sent to chapter presidents about funding request due dates and information sessions on how to submit funding requests
- Chapters will be notified, before the end of the spring semester, as to how much they have been awarded for the next academic year

To ensure that your organization is awarded funding, please follow the steps below:

- Download the new form:
<http://www.scribd.com/doc/204366119/Semester-Budget-Request-Blank>
- Complete the form
- Submit the completed form through RamsConnect:
<https://vcu.collegiatelink.net/organization/fraternityandsororityleadershipteam/availableforms>
- You will be contacted by the Finance Committee, once your application has been verified, to schedule an appointment
- The Finance Committee will meet with a representative from your organization to discuss your proposed budget
- You will be contacted by the Finance Committee after a decision has been made

Next Steps After Submitting Funding Request

Once you submit your request for funding, there are some additional steps to follow that will help your organization to receive Monroe Park Campus Student Government Association funding.

Because your organization will not meet with the Monroe Park Campus Student Government Association Appropriations Committee for operational funding, the following steps only apply to event, fundraising, and travel funding.

- You will be contacted with an appointment time to meet with the Student Government Association Appropriations Committee.
- You will meet with the Student Government Association Appropriations Committee on an appointed Friday to discuss your request and present supporting documentation.
- The Student Government Association Appropriations Committee will vote to either approve or deny your request.

For organizations that fall under Fraternities and Sororities, Graduate Student Organizations, or MCV Student Government Association, you will follow the guidelines and procedures your particular Appropriations Committee has set in place.

Criteria Prior to Accessing Allocated Funds

Prior to accessing student organization funds granted by the Student Government Association, the following requirements must be met:

- ✓ Must be a registered student organization for the current school year
- ✓ Must have access to RamsConnect (<https://vcu.collegiatelink.net>)
 - You will need to use your VCU eID to login
 - The student organization's President is responsible for updating the roster
- ✓ All Presidents and Treasurers are required to complete the USC&A Online Finance Training and to complete the USC&A Finance Quiz with a passing score of 80 to be USC&A Finance Approved (The students who complete this training are the officers responsible for authorizing the spending of student organization funds. It is the responsibility of the trained officers to educate all student organization members on the appropriate financial processes.)

If your organization has been awarded funding by the Monroe Park Campus Student Government Association Appropriations Committee:

- Fall funds automatically roll to Spring
- Spring funds DO NOT roll to Fall
- Funds cannot be used for any expenditures before the first day of class or after the last day of class of the fall and spring semester
- Funds have to be used for the current fiscal year (July 1 –June 30)

How to Create a Budget Reallocation Request for Monroe Park Campus Student Organizations (Operational Funding Only)

If you need to reallocate funds (move funds around) from one line item to another, you are able to do that in RamsConnect.

Note: Each Appropriations funding body has specific guidelines for budget reallocations. There may be instances where we need to seek approval from your Appropriations Chair prior to any budget reallocation.

Important Things to Remember about Budget Reallocation

- Reallocations totaling less than 10% of the total budget awarded will be reviewed and processed by the Coordinator for Student Organization Finance within two business days
- Reallocations exceeding \$500.00 or over 10% will be reviewed by the appropriate funding body for approval
- Reallocations cannot exceed \$500.00 into or out of any one account (unless approved by appropriate funding body)
- Student organizations CANNOT reallocate funds from the spring to the fall semester
- Funds can only be moved into Accounts that have been previously funded, unless otherwise approved by your Appropriations Committee
- You cannot reallocate funds from a Complex Event Grant to cover Operational or Travel. However, you can reallocate funds to cover unexpected costs from Operational for your Complex Event
- You cannot reallocate funds to and from Event, Fundraising, or Travel (unless pre-approved by an appropriate funding body)

1. Log into RamsConnect
2. Click "Campus Links"
3. Select "USC&A Budget Reallocation Request Form"
4. Complete each box
5. Click "Submit"

The request is sent over to the Coordinator for Student Organization Finance. If everything is in order, your request will be approved and funds reallocated in RamsConnect. If the budget reallocation request is denied, an email will be sent to the requestor noting the denial reason.

The most common reasons include:

- No funds available in your RamsConnect account
- No funding awarded to line item
- Unable to reallocate to and from Event, Fundraising, and Travel Grant

Generating Revenue (Outside Bank Account)

Student organizations are encouraged to practice fundraising. This will allow your organization more flexibility in planning its events and utilizing funds.

- Student Activity Fee funds granted by VCU must be kept in a University account and have to be used based on USC&A and VCU standards
- Group generated funds may be either kept in the university account (subject to VCU/State of Virginia procedures) or in an outside bank account and can be used for whatever purpose the organization chooses

Establishing an Outside Bank Account

To open a bank account under your organization's name, the organization must have a federal tax ID number (similar to SSN) for your organization. This is not regulated by University Student Commons and Activities as we do not get involved in any legal responsibilities of your organization. Apply for a federal tax ID number by going to

<https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers-eins>

Student organizations are prohibited from establishing outside bank accounts with "Virginia Commonwealth University" or "VCU" in the name. Student organizations are prohibited from using Virginia Commonwealth University's tax ID number.

Generating Revenue (Ticket Sales through BreakPoint)

Student organizations that wish to generate revenue through event ticket sales must do so through BreakPoint, located in the lower level of the University Student Commons and Activities.

Student organizations will be charged an Administrative Fee. Fees will be assessed as follows:

- FREE for events with FREE admission
- \$25.00 for events with an admission charge

The president and/or treasurer of the organization will meet with the BreakPoint Manager to fill out the appropriate ticket sales request paperwork. The organization will inform the BreakPoint Manager if they desire their funds to be placed in their RamsConnect account or if they desire a check to be issued (made payable to their organization).

Checking Balance in RamsConnect


A benefit you have with RamsConnect is that you are able to view how much funding you have to spend. Your organization can access the amount of funding in RamsConnect by clicking the “Finance” tab and the “Accounts” tab.

- **Balance**: the current balance in the account
- **Available Funds**: the real-time amount that is available for the student organization to use

Finance

[+ Create Purchase Request](#)

i Submit financial requests for organization funding or purchases made. Please note that these requests are not tied to actual monies and are for information only.

Purchase Requests		Accounts				
Name ^	Description ^	Organization ^	Parent ^	Balance	Available ^	
				\$0.00	\$0.00	
				\$0.00	\$0.00	
				\$0.00	\$0.00	
				\$0.00	\$0.00	
				\$0.00	\$0.00	
				\$585.33	\$100.00	

Trademarks and Licensing

As a student organization, you are able to apply for funding towards publicizing your student organization. We also understand that you would like to display your organization with pride and, at times, you may want to include a VCU logo or trademark.

To ensure you are properly following guidelines, anything bearing VCU's key trademarks will need to be purchased from a licensed vendor. To confirm which vendors are licensed to produce any of VCU's key trademarks, here is the link to view all current licensed vendors:

<http://www.bsv.vcu.edu/TrademarkLicensingVendors/Default.aspx>

(select "Internal Campus Supplier")

Key VCU trademarks include:

- Virginia Commonwealth University®
- VCU®
- VCU Rams™
- Rams™
- Medical College of Virginia™
- MCV™
- VCU Health System™
- Havoc™

For additional questions or concerns, please visit the VCU Trademarks & Licensing website:

<http://www.bsv.vcu.edu/trademarks-and-licensing/>

Submitting a Purchase Request

A purchase request is submitted for **everything** that pertains to using student organization funds (including reimbursements, journal vouchers, and credit card orders paid by USC&A Staff). Only the President and Treasurer will have access to RamsConnect, after receiving USC&A Finance Approval.

- Go to the RamsConnect homepage (<https://vcu.collegiatelink.net/>)
- In the upper right-hand corner, click “Log In”
- Type in your VCU eID and password
- Go to “My Organizations” in the top middle of your screen
- Choose the organization that you are creating the purchase request for

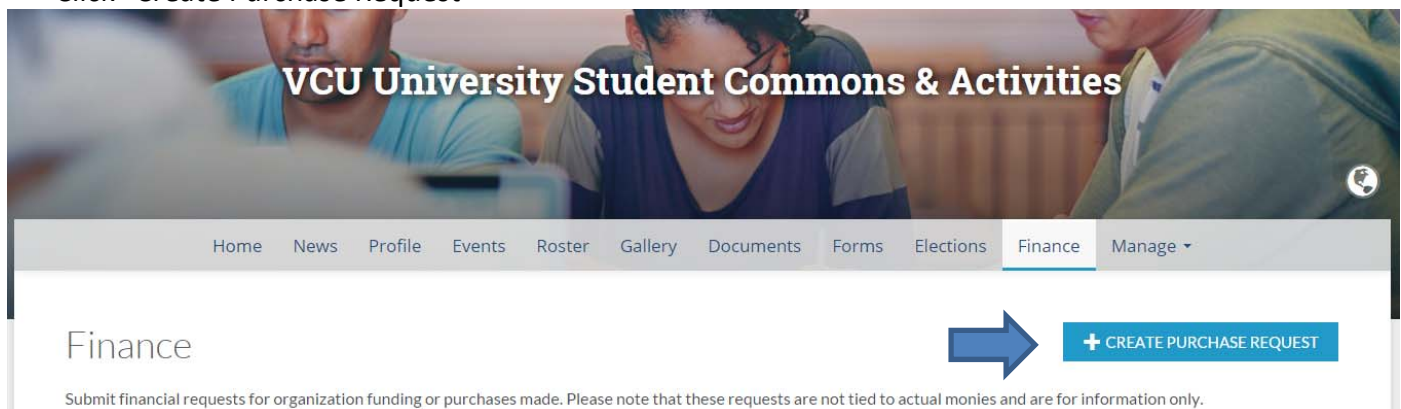
Here is the list of tabs for each organization:



- Click “Finance”



- Click “Create Purchase Request”



- Fill out every section with exactly what is necessary

Request Details

* Subject

* Requested Amount

\$	0
----	---

* Description

* Account

SELECT...

* Categories

---- Select Category ----

- Request Details
 - Subject: 10 words or less that easily identifies what you are requesting. ****Include the event date****
 - Requested Amount: the amount of money you are requesting. This should match all other paperwork, quotes, invoices, or receipts. A difference in amount could result in denial of purchase request.
 - Description: the specific details of what is being ordered
 - Account: the account you would like to use to pay for the request and funds are available
 - Click ‘Select’
 - Select which account you want the money to come out for your purchase request
 - **Equipment** – computers, cameras, printers, etc.
 - **Facilities** – room rental, off-campus facility rental, etc.
 - **Food** – food or food supplies (do not forget to include gratuity, which is limited to 20% of the total bill)
 - **Miscellaneous** – any expense that does not fit in another category
 - **Personnel/Services** – DJ, AV Tech, speaker, band, etc.
 - **Publicity** – promotional items (flyers/posters/t-shirts, personalized pens, give-a-ways)
 - **Supplies** – name tags, specialized paper, etc.
 - **Travel** – registration, transportation, lodging, etc.
 - **Revenue** – for organizations who raise their own funding

* Categories

---- Select Category ----

---- Select Category ----

- Electronic Purchase Order (Non-Internet Vendors, ICAs, Honorariums, Contracts)
- Reimbursement (To A Person)
- Journal Voucher (Air/Rail, DSA, Other VCU Departments)
- Credit Card Order by USC&A Staff (Office Supplies, Printing, Internet Vendors <\$5K)
- Balance Wipe (FINANCE STAFF USE ONLY)
- Revenue Refund (FINANCE STAFF USE ONLY)
- Payroll (FINANCE STAFF USE ONLY)
- Awards (FINANCE STAFF USE ONLY)
- Reimbursement (To Student ORG Outside Bank Account)

- Categories: advises the Account Specialist how to proceed with processing payment
 - **Electronic Purchase Order:** a request for payment of a contract or invoice; this is a confirmation that VCU will pay for goods/services with a check, 30 days after Accounts Payable has received the final invoice and confirmation that goods/services have been received
 - **Reimbursement:** either an individual or your student organization is getting reimbursed for a purchase; Accounts Payable will issue a check 30 days after paperwork has been received to the address on the submitted paperwork (generally direct deposited in the bank account on file for students/staff); every item purchased is not reimbursable; to understand what you can and cannot purchase, please visit: <https://procurement.vcu.edu/i-want-to/make-a-purchase/know-what-you-can-and-cannot-buy/>
 - **Journal Voucher:** reallocating funds from one student organization/department to another; if you are reallocating funds to reimburse an student organization/department that paid an invoice/expense, you will need to provide proof of payment; the student organization must be registered
 - **Credit Card Order by USC&A staff:** VCU is placing the order and paying a vendor with a departmental credit card; generally used for online orders, office supplies, and travel-related purchase requests (airfare and/or conference registration); if you would like food to be purchased using a credit card, please note that VCU does not pay in advance for food; the food vendor will receive payment either the day of the event or the next business day (if the event falls outside of normal business hours)
 - You will not need to use Balance Wipe, Revenue Refund, Payroll, or Awards for any transaction
 - **Reimbursement (To Student ORG Outside Bank Account):** to reimburse a student organization outside bank account

Payee Information

First Name

Last Name

Street

City

State/Province

ZIP/Postal Code

- Payee Information: Who is getting paid? All the information should match the Quote/Invoice
 - For reimbursements, it is whoever is getting the money back AND incurred the expense

Additional Information

* Tax ID # or V Number:

* Payee E-Mail Address and Phone Number:

*

For all food and travel purchases and reimbursements, a stated, approved Business Purpose and Attendance is required. Please provide both the approved Business Purpose and approximate attendance below. For Travel, provide the names of the travelers. (if not a food or travel purchase, please enter N/A):

* Requestor Name and e-mail address (cannot be the same as the payee):



You MUST print this request, sign, date, and attach the proper documentation and submit to The Student Leadership and Involvement Center, Room 018.


SUBMIT REQUEST

CANCEL

- Additional Information
 - Tax ID or V Number: either the vendor's Tax ID or student's V# of who is getting paid
 - Payee E-Mail Address AND Phone Number: the vendor's or the person who is getting paid
 - Business Purpose: what is the purpose of this event and who is going to be there (for food and travel-related requests); otherwise, put 'N/A'
 - Requestor Name & e-mail address: your information (cannot be same as payee)
- Click 'Submit Request'

From here, you will be redirected back to the Finance page. You will need to print out the purchase request that you submitted and turn it into the Student Leadership and Involvement Center (University Student Commons and Activities Room 018).

To print out the Purchase Request:

- Locate your Purchase Request on the "Finance" screen
- Click "Print" icon 
- Open the document
- Print the document

Sample Purchase Request

Purchase Request: 1624298 - Unapproved

Organization: VCU University Student Commons
& Activities

Contact: Donte Sharpe

Subject: Test USC&A Training

Account: Test

Category: Reimbursement

Description: This is a test of how a Purchase request print screen looks

Request No: 1624298

Submitted On: 5/24/2013 3:10 PM

Status: Unapproved

Requested Amount: \$100.00

Payee Information

First Name: Donte'

Last Name: Sharpe

Street: 907 Floyd Ave
PO Box 842032

City: Richmond

State: VA

ZIP Code: 23284

Additional Information

Tax ID # or V Number:

V123456789

Payee E-Mail Address and Phone Number:

cfs@vcu.edu 804-123-4567

For all food and travel purchases and reimbursements, a stated, approved Business Purpose and Attendance is required. Please provide both the approved Business Purpose and approximate attendance below. For Travel, provide the names of the travelers. (if not a food or travel purchase, please enter N/A):

N/A

Requestor Name and e-mail address (cannot be the same as the payee):

John Doe doejohn@vcu.edu

Finance History

Date	Stage	Comment	Changed By
5/24/2013	Stage 1 - Student Organization Submission		Donte Sharpe

RamsConnect Stages

Stage 1 – Student Organization Submission = purchase request submitted

- Print a copy of your Purchase Request and attach supporting documents (keep a copy of this packet for your files)
- Sign, date, and hand-deliver the Purchase Request to the Student Leadership and Involvement Center (University Student Commons and Activities, Room 018)
- If the proper documentation is correct, the request was turned in within our deadlines, and the funding is available at the time of submission, then the Coordinator for Student Organization Finance will approve your request and update to Stage 2 in RamsConnect
- Status – used in the RamsConnect system to communicate the status of a purchase request.
 - **Unapproved:** usually, a purchase request is unapproved because:
 - paperwork has not been printed and turned into the Student Leadership and Involvement Center (University Student Commons and Activities, Room 018)
 - documentation is missing
 - **Approved:** purchase request has been approved and submitted for further processing
 - **Denied:** usually, a purchase request is denied because:
 - funding was not available
 - beyond the deadline for submission
 - **Cancelled:** either the student organization or authorized individual has cancelled the purchase request prior to submission.
 - **Completed:** purchase request is complete and the vendor/individual has been paid

Stage 2 – Account Specialists Assigned = request has been approved

- The Coordinator for Student Organization Finance will deliver the request to the Account Specialist to process

Stage 3 – Order/Reimbursement Confirmation = confirmation that VCU will pay the vendor or individual will be reimbursed

- Contact your vendor to confirm your order and provide the confirmation# in RamsConnect
- Reimbursements/Journal Vouchers do not require your confirmation

Stage 4 – Action Required = awaiting confirmation from the student organization that the goods/services were received, event happened, or food delivered

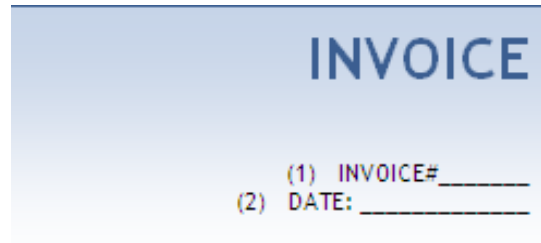
- Once you receive your order, send an email to your Account Specialist confirming
 - goods/services received
 - event happened
 - food received (all food requests must include the event flyer and attendance list)
- Make sure you get a final invoice from your vendor and send to the Account Specialist (not required for reimbursements)

Stage 5 – Payment Processed = payment processed

- Upon receipt of the final invoice, a check will be generated and sent out to the vendor within 60 days (not required for reimbursements)

Creating an Invoice

If you are interested in reimbursing your organization's outside bank account, follow these steps to create an invoice.



Invoice: Use the RamsConnect Purchase Request #

Date: Use date invoice prepared

Student Organization Name

PO Box 842032
Richmond, VA 23284
Contact number#

Student Organization Name: Put your organization's name & contact information, but keep the address as is on the sample Invoice (PO Box 842032, Richmond, VA 23284). Be sure to type your contact number.

(3) **NAME OF ORGANIZATION**
REMIT **Address**
TO:

Banner Index #
Tax ID# of Organization

Remit To: Your organization's payee information

Name of Organization: Your Organization

Address: The address that you have in Banner

Banner Index #: Your 8-ledger index # in RamsConnect

Tax ID #: The tax ID# that you used to open your outside bank

(4) JOB	PAYMENT TERMS
EVENT NAME: BUSINESS PURPOSE: NUMBER OF ATTENDEES:	Due on receipt

Job: The detailed information regarding the event

Event Name: What was the name of your event?

Business Purpose: Why did you have your event?

Number of Attendees: How many people were at your event?

(5) DESCRIPTION	TOTAL
List expenses by date	
	TOTAL DUE _____

Description: The details of what your organization is being reimbursed for

List expense by date: the detailed list of the items we are reimbursing

Total: the amount for that item, as it shows on your organization's bank statement.

INVOICE

Sample Completed Invoice

INVOICE # 1620123
DATE: __08/25/2013__

ABC Organization

PO Box 842032
Richmond, VA 23284
Contact number# 804-123-4567

REMIT **ABC Organization**
TO: **907 Floyd Ave., Box 123456**
Richmond, VA 23284

Banner Index # 880777
Tax ID# of Organization: 12-3456789

JOB	PAYMENT TERMS
EVENT NAME: Welcome Back 2013 BUSINESS PURPOSE: The purpose of this event was to welcome back students to VCU and to also promote our organization to new students NUMBER OF ATTENDEES: 150	Due on receipt

DESCRIPTION	TOTAL
List expenses by date	
Dollar Tree: 08/22/2013 (purchased supplies to create party favors for our attendees)	\$50
Kroger: 08/22/2013 (purchase refreshments for our event)	\$100
804 Catering: 08/25/2013 (used to provide hors d'oeuvres for our attendees)	\$200
TOTAL DUE	\$350

Travel Authorization

- USC&A Travel Authorization paperwork are due at least 30 days prior to travel to the Student Leadership and Involvement Center (University Student Commons and Activities Room 018). You are encouraged to submit paperwork as early as possible.
 - RamsConnect Purchase Request
 - USC&A Travel Authorization – Cover Sheet for Travel Authorization Packet
 - Travelers Statement of Responsibility and Authorization – signed by each member traveling
 - Travel Waiver – signed by each member traveling to authorize GPA check
- The minimum GPA requirement for travel utilizing Student Government Association funding is a 2.5.
- Airfare and rail has to be arranged by the USC&A Finance Office
 - We encourage student organizations to turn in all travel authorization and purchase requests related to airfare early. Prices for airfare changes daily and VCU does not have any control over price changes. Any differences for airfare will have to be covered by the student organization **prior to** final booking of flights
- Registration
 - can be arranged and paid for by the student organization for reimbursement by the USC&A Finance Office (submit reimbursement paperwork within 5 business days after returning from the trip)
- Lodging, rental car, and gas
 - will have to be arranged and paid for by the student organization for reimbursement by the USC&A Finance Office (submit reimbursement which should include receipts and conference agenda/flyer paperwork within 5 business days after returning from the trip)
 - lodging or meals should not exceed the General Services Administration Per Diem <http://www.gsa.gov/portal/content/104877> (you will be reimbursed the conference hotel rate if you lodge at the conference hotel); VCU will not reimburse you for any overage
- Traveling Abroad
 - Students traveling abroad with a VCU student organization must complete the Global Education Office's online travel registry here: https://vcu.studioabroad.com/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=7437B6CA-5056-BA1F-7300FCA776DFD244
 - Contact VCU Education Abroad at abroad@vcu.edu or 827-7882 if you have any questions

Paperwork Submission Deadlines

In addition to following deadlines to apply for student organization funding, there are strict USC&A Finance submission deadlines for all student organizations:

- **45 Days in advance**
 - Purchase Requests for contracts (under no circumstance should you sign) and honorarium (speaker's fee should be inclusive of travel expenses; speakers will be responsible for making their own travel arrangements)
- **30 Days in advance**
 - Purchase Requests for payments to vendors (with the exception of contracts and honorariums); due 30 days prior to when the student organization needs the request (not when payment is due)
 - Travel Authorizations
- **7 Days after notification**
 - Any missing documentation pertaining to a specific purchase request (the purchase request number must be referenced in all communications)
- **Within 5 Business Days**
 - All reimbursements (event, travel, etc.)

Paperwork Submission Checklist

...For Standard

- Submitted Purchase Request
- Itemized quote for purchase

...For Reimbursement

- Submitted Purchase Request
- Itemized receipts showing paid (taped down to 8 ½ X 11 paper)
 - Do not tape over any of the characters on the receipt
- Bank statement showing charges posted/cleared (not “pending”)
- Copy of event flyer or copy of conference registration website (for travel-related request)
- [Non-Employee Reimbursement Form](#) (if applicable; only required to submit once)
- Student Organization Invoice (if applicable; for outside bank account reimbursement)

...For Contracts

- Submitted Purchase Request
- Itemized quote for performance

...For Food

- Submitted Purchase Request
- Itemized quote for purchase
- Invitation/Event Flyer (if necessary, can be turned in after the event has taken place)
- List of Attendees (if necessary, can be turned in after the event has taken place)

...For Honorarium

- Submitted Purchase Request
- Email from recipient agreeing to honorarium amount
- Honorarium Form (used to outline the honorarium amount and recipient; this form is not sent out to the recipient)
- Honorarium Acknowledgement (the signed letter sent out to the honorarium recipient to confirm the amount of the honorarium)

...for Journal Vouchers (J/V) to another department here at VCU

- Submitted Purchase Request
- Proof of payment
 - Copy of purchase order, or
 - Copy of Bank of America P-Card Statement
 - Copy of paid invoice

...For Office Supplies (The Supply Room Company)

- Submitted Purchase Request
- Printout of submitted Office Supply Order Form under Campus Links in RamsConnect (Be mindful, not every office supply can be ordered such as plain paper, pens, staples, etc.; these items are located in the Student Leadership and Involvement Center Room 018 in the University Student Commons and Activities)

...For Travel

- Submitted Purchase Request
- Signed USC&A Travel Authorization
- Conference Agenda

*****All purchase requests & related documents need to be turned in to the Student Leadership and Involvement Center Room 018 in the University Student Commons and Activities*****

Important Things to Remember

- Each separate payment transaction must have a purchase request attached.
- Each separate payment transaction must be printed & turned in to the Student Leadership and Involvement Center (University Student Commons and Activities, Room 018). Failure to do so could result in delay/denial of your purchase request.
- Any email correspondence to the USC&A Finance Team regarding a specific purchase request, must include the purchase request # in the Subject line of your email. Be sure that your contact information is up to date and be mindful to respond to emails in a timely manner.
- Be sure to make copies of the paperwork submitted.
- When an organization is awarded funding, the funds are loaded into the organization's RamsConnect account, NOT the organizations outside bank account. If you have been approved for funding but do not see it in RamsConnect when you are ready to enter a purchase request, STOP and contact the Coordinator for Student Organization Finance (CFSOF) at cfssof@vcu.edu.
- Do not use your social security number on any forms. You may only use your V# on forms that require a number identifier.
- Any missing documentation for a specific purchase request needs to be turned in, within 7 days, to the Student Leadership Involvement Center Room 018 in the University Student Commons and Activities.
- Under no circumstance should your organization sign any contract.
- Organizations are not VCU. So organizations should not represent VCU.

Important Links

- **University Student Commons and Activities Finance Page**
<http://www.usca.vcu.edu/finance/>
- **RamsConnect**
<https://vcu.collegiatelink.net/>
- **Know What You Can and Cannot Buy**
<https://procurement.vcu.edu/i-want-to/make-a-purchase/know-what-you-can-and-cannot-buy/>
- **Ordering Office Supplies (The Supply Room Company (TSRC))**
<http://www.ecinteractiveplus.com/4687/>
- **eVA Vendor List** (To Confirm Whether or Not Your Vendor is Registered in eVA)
https://logi.e-pro.cgipdc.com/External/rdPage.aspx?rdReport=Public.Reports.Report9001_Data
- **eVA Registration**
<https://eva.virginia.gov/pages/eva-registration-buyer-vendor.htm>
- **Commonwealth of Virginia Substitute W-9 Form**
<https://procurement.vcu.edu/i-want-to/pay-a-vendor/>
- **Non-Employee Reimbursement Form**
<https://procurement.vcu.edu/i-want-to/travel/>
- **Applying for Tax ID Numbers (IRS.gov)**
<https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers-eins>
- **Monroe Park Campus (MPC) Student Government Association (SGA)**
<http://www.vcusga.org/appropriations/>
- **Medical College of Virginia (MCV) Student Government Association (SGA)**
<http://mccampussga.com/funding-requests>
- **Graduate Student Association (GSA)**
<http://www.graduate.vcu.edu/life/association.html>
- **Fraternity and Sorority Life (FSL)**
<http://www.greeksatvcu.com/home>
- **GSA Per Diem Rates**
<http://www.gsa.gov/portal/content/104877>
- **VCU Trademarks & Licensing**
<http://www.bsv.vcu.edu/trademarks-and-licensing/>

Important Contacts

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