WHO ARE WE?

☐ Office of Activities & Engagement (OAE)
  ☐ Mandy St. Aubyn, Funding Board Advisor & OAE Staff
    ☐ amanda.staubyn@montana.edu
    ☐ 994-6902
    ☐ 222 SUB
  ☐ Kelsi Slingsby, Funding Assistant
    ☐ clubs@montana.edu
    ☐ 222 SUB
  ☐ Main OAE Office: 222 SUB, across from Ask-Us

☐ Student Organization Funding Board
  ☐ 3 ASMSU senators
  ☐ 3 students at-large
    ☐ One still open!
BUDGETS

- From your application
- If you proposed in your application, eligible to spend money on up to allocated amount
  - You pick what you will spend money on within that application
- OAE responsible for carrying out Funding Board’s decisions
- If need a copy of application, email us at clubs@montana.edu
REQUEST FOR PAYMENT FORM

Funded Student Organization
REQUEST FOR PAYMENT

Registered Student Organization Name: ____________________________________________
Name of Person Submitting Form: ________________________________________________
Phone number: ______________________________ Email: ____________________________

Were any of these expenses for the purchase of food or drink costing OVER $30? Y N
-If yes, please fill out a Hospitality Form AND provide a list of event attendees (unless event was open to the public, and if so please say this on the Hospitality Form).

Were any of these expenses for the purchase of food or drink UNDER $30? Y N
If yes, please list reason (club meeting, event, etc.) ________________________________
If yes, please list date(s) items were used/consumed ________________________________
If yes, please list who attended ________________________________________________

Were any of these expenses part of club travel? Y N
If yes, please list destination of travel (i.e. Denver, CO) _____________________________
If yes, please list purpose of travel (i.e. Microbiology Conference, etc.) ________________
If yes, please list all dates of travel (i.e. 11/14-11/17) ________________________________

KEY:
R=Seeking reimbursement (was paid for by an individual or club)
P=This was a P-Card purchase (paid for using the OAE office credit card)
B=Please pay bill/invoice directly on our behalf (NOT already paid for by club or member). Includes bills from on-campus (i.e. Catering).

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Date of purchase or bill date</th>
<th>Program, Event or Activity expense is associated with (i.e. Club Meeting, Food Banquet)</th>
<th>Brief Description of Expense (please list each receipt/bill separately)</th>
<th>Amount</th>
<th>Please Circle ONE</th>
<th>Office USE ONLY Account Code</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Office USE ONLY:
Date: __________________________
Received by: ____________________
- BPA Created
- Excel
- Scanned to O Drive
### How to spend your money

<table>
<thead>
<tr>
<th>Reimbursement</th>
<th>Bill Pay</th>
<th>OAE Credit Card</th>
<th>Costco</th>
<th>Gas Cards</th>
</tr>
</thead>
</table>
# SPENDING CHEAT SHEET

## Reimbursement
- Itemized ORIGINAL RECEIPT

## Bill Pay
- Detailed invoice from vendor
- W-9 from vendor if off-campus (check with us first)

## OAE Credit Card
- Pre-arrange with OAE
- Itemized Receipt
- Credit Card Receipt (if different)

## Costco
- Pick-up Costco form from OAE BEFORE
- Returned Costco Form & Receipt within 24 hours

## Gas Cards
- Request use from OAE
- Original receipts

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**Notes:**
- If food, provide flyer or sign-in sheet
REIMBURSEMENTS

- An individual or the club pays, we reimburse.
- Turn in receipts to OAE within 30 days of purchase—the sooner the better!
- Must be an ITEMIZED original receipt (no photo copies).
  - Exception when an online order or received receipt via email.
- Made to your student organization name, NOT to an individual.
  - Up to your Treasurer or signers on bank account to reimburse the individual once the funds are in your account
- Set-up for direct deposit
- W-9 ONCE, unless club name changes
- Least preferred method
- Can take up to 6 weeks for check.

**Paperwork needed:**
- Itemized original receipt
- Request for Payment Form
ITEMIZED VS. NON-ITEMIZED RECEIPTS

- **Itemized=**
  - Items and price
  - Date
  - Business name
  - Total
  - ASK FOR!
  - Sub-total or circle “club items”

- **Non-itemized=**
  - Credit Card receipts
  - Total and no individual items

Need ORIGINAL Receipts!
PAYING BILLS

☐ OAE pays bills on your behalf.

☐ Examples: Paying a vendor, speaker, someone who provided services to your group, equipment/materials purchased from a business, etc.

☐ Speakers/Professional Services
  ☐ If want to pay them before or on the date of their service, must submit invoice to us AT LEAST 6 weeks before event.
  ☐ Often need a w-9 from them.

☐ Submit bill/invoice to us ASAP to avoid any late fees.

☐ Money will NOT go to your club first, directly to vendor.

☐ Paperwork needed:
  ☐ Detailed invoice from vendor
  ☐ W-9 from vendor (check with us first)
  ☐ Request for Payment Form
RECEIPT VS. INVOICE

Receipt
- If your club has ALREADY paid for the service/goods
- MUST say “paid” or balance due= $0
- Reimbursement will go to student organization

Invoice
- If your club has NOT paid for the service/goods and want OAE to pay directly to vendor
- MUST say balance due=$___
- Payment will go to vendor
ON-CAMPUS VENDORS WHO DO NOT AUTO-BILL

- These MSU Offices DO NOT Auto Bill:
  - Conference Services/SUB
  - ASMSU (Campus Entertainment, Productions, etc.)
  - Catering
  - Sports Facilities
  - Other MSU services

- Expenses incurred will be billed to your on-campus address

- BRING invoice into our office, does NOT automatically get sent to OAE!

- OAE will pay on your behalf, DO NOT pay

- Paperwork needed:
  - Detailed invoice from vendor
  - Request for Payment Form
COPY CATS (LOWER LEVEL OF SUB)

- Auto-billed to OAE
- DO NOT pay directly!
- Will NOT have an allowable amount on there anymore
- CLUB responsibility to make sure enough in budget to cover
  - Request a copy of bill after making charge—will make a free copy
- Monthly bill
  - A few days where the sheets are pulled and we have to replace—come to our office in 222 SUB if a sheet is not on file for you.
- DO NOT need to bring us receipts

Will fill out Copy Cats form at end today
UNIVERSITY PRINTING
(CULBERTSON HALL)

☐ Auto-billed

☐ Need to arrange with us ahead of time, will need the index number and pre-approval

☐ Do not pay them there

☐ Bring receipt to us
OAE CREDIT CARD USE

- If can be ordered online or over the phone
- MUST prearrange with OAE
- Examples:
  - Pre-ordering off-campus food
  - Transportation (Enterprise, flights, etc.)
  - Hotel
  - Conference registration fees
  - Online orders
  - Paying a bill on your behalf if vendor has credit card capability
- Advantages:
  - Avoid money out of your pocket up front!
  - Vendors are paid immediately, no waiting on a check!
- Paperwork needed
  - Itemized AND Credit Card Receipts MUST be turned in within 24 hours of purchase
  - Request for Payment Form
Orders over $75

- Prearrange with us to receive a charge form
- Form must be returned within 24 hours of purchase

Orders under $75

- Reimbursement basis
TRAVEL

- Fill out OAE Travel Forms within 10 days before travel
  - www.montana.edu/engagement/organizations/travel

- Enterprise
  - If funded for transportation, must reserve through OAE.
  - Tip: If use university funds (these funds), automatically have Collision Damage Waiver (CDW) and $1 Million Combined Single Limit (CSL) Liability.
  - Fill out online form.

- Gas Cards
  - If available
  - Are able to use for personal or rented vehicles
  - Fill out online form.

- Flights
  - If funded for transportation, must reserve on university credit card.
FOOD

- Hospitality Form
  - Purchase of food or drink
- Additional Information Needed:
  - If event is open to the public we need a flyer for the event
  - If it is for a club meeting we need a sign-in sheet with members present or a list of names

- MSU Catering-SUB Rules
  - If hosted by your registered student organization and is under 40 people, not mandatory to use catering
  - If over 40 people and/or open to the public, must use catering

- Tips cannot be over 18%, per university policy.
DEPARTMENT CONNECTION

- If club has a connection to a campus office or department, Do NOT have them pay a bill first, bring to us!

- If splitting costs with an on-campus department or office, please communicate with us so we can coordinate.
FAQ’S

☐ What if we need to change our budget?
  ☐ Cannot request more
  ☐ Budget Amendment Request Form
  ☐ PLEASE CONTACT OAE BEFORE FILLING OUT!

☐ What if we need to change or cancel an event/program we were funded for?
  ☐ Budget Amendment Request Form
  ☐ If you are only changing location, speaker name, etc. but the event/need is essentially the same, DO NOT NEED TO FILL OUT FORM!

☐ How do we check our balance?
  ☐ Please have a mechanism to track your expenses, or you can contact us.

☐ What if we go over budget?
  ☐ Plan ahead! Your group is responsible!

☐ Where do I find forms and information?
  ☐ Funded Orgs section on OAE website
  ☐ http://www.montana.edu/engagement/organizations/fundedorgs.php
FAQ...CONT’D

- When do we have to spend the money by?
  - June 17th, 2016

- Who can purchase items?
  - Prefer club leadership or advisor

- How do we turn in receipts?
  - Bring all receipts and paperwork to our main office, 222 SUB, anytime between 8am-5pm.
  - Allot time to fill out necessary paperwork

- What if we have questions?
  - Contact Mandy or Kelsi