Alfred University

Business Office
One Saxon Drive
Alfred, NY 14802
607.871.2128
Fax: 607.871.2119
businessofc@alfred.edu

Dear Student Organization Leader,

Congratulations on your new position! To make your first and subsequent trips to the Business Office easier I have compiled a package of forms you will need to perform various financial transactions at the Business Office and step-by-step instructions for when to use them and how to fill them out. I hope that this will make navigating the financial end of your leadership position easier.

I am available to help. The Business Office hours are Monday – Friday 1pm – 4pm.

All of the mentioned forms can be found by visiting the Business Office Web page
https://my.alfred.edu/business-office/ "Go To" Forms & Documents, click online forms.

Please feel free to scan your form to our Business Office email: businessofc@alfred.edu

I hope you find this information helpful.

Sincerely,

Ericson Harris
Staff Accountant
607-871-2168
harrise@alfred.edu

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Instructions for Student Club Authorization

Overview – This form is used to tell the Business Office who is allowed to access your Business and Finance *accounts. In essence, who controls your money? Without this form, the Business Office has no authorization to* perform any transactions for you or your club.
This form must be completed and turned in as quickly as possible after Officers are appointed or at least once a year in the fall and should be updated whenever changes are made.

All financial requests to the Business Office must have two signatures. All Student Senate funded regulated organizations must get both Senate officer's approval on all transactions. The Student Senate advisor can approve transactions in the summer months.

To Complete the Form:
Fill in the name of your group/organization and the Fund ID number. If you do not have the fund ID number, the Business Office will have this information.
List the Name & Title of each individual followed by the individuals' signature and the Start and End date for this authorization (including your advisor).

Signing Rights to Business & Finance Accounts

- We recommend that no more than three people be eligible to have signing rights, this would be the organization president, treasurer, and/or the organization advisor.
- The two club officers must sign all financial requests.
- Only the advisor can sign a bill or check request without another officer's signature during academic recess. At all other times, two officers' signatures should be obtained.
- For Senate regulated clubs, only the Senate Advisor can approve transactions in the summer months.

Requesting Funds from the Business Office

Your group/organization will have various financial needs. The following is required to obtain funds:
- Any request requires two signatures, groups/organizations under the Student Senate will also need Senate approval. The only exception to the two-signature rule is the signature of the advisor, or in the case of Senate funded, regulated organizations the signature of the Student Senate Advisor. This is only so bills can be paid while school is not in session.
- Proper documentation must be provided
- All requests must include the FOAP to be charged. The FOAP is the Fund, Organization, Account and Program numbers

Requests for Funds can be broken down into the following groups:
- Request to have an Invoice (Bill) paid
- Request for a check to pay an upcoming expense without an invoice
- Request for Reimbursement of expenses already paid
- Request for a cash advance

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How to get a Bill Paid

If you have received, a bill for goods or services provided to your group/organization the Business Office will process payment when the following is completed:

- Provide the Business Office with the original invoice. The invoice must include:
  - Two signatures authorizing payment.
  - The FOAP to be charged
- Submit all completed invoices to ap@alfred.edu.
- Keep in mind that invoices can take up to ten (10) days to process; remit your invoice to the Business Office as soon after receipt as possible to avoid late charges, etc.

The Alfred University Business Office must have a Vendor Registration Form on file for any business or individual receiving money. **The Business Office should be reimbursing a vendor or service provided directly. No one should be paying for a service by someone else and then plan to be reimbursed for it.**

If you have questions concerning payment of your bill after you have sent it to the Business Office, please contact me directly.

Requesting a Check Payment

Please allow a minimum of ten (10) days for check processing.

Overview – For various reasons, your group or organization may need a check from the Business Office but you may not have an invoice. This is when a check request form should be used.

If the person you are requesting a check for is not a member of the AU student body, staff, or faculty you will also need a Vender Registration form, if you are not sure, contact the Business Office. This form can be obtained at the above website and must be completed by the vender before your request can be processed.

To complete the Check Request form:

- Enter all pertinent information
- Enter the complete name and address of the Payee
- Have the form signed by two authorized signers
- Give a complete explanation of what this check is for. (If available attach documentation)

The check will be mailed to the address provided (including Powell Campus Boxes) unless:

- The recipient has direct deposit
- You have specifically requested that the check not be mailed, in which case it will be available in the Business Office late Thursday afternoons and you will receive an email when it is ready to be picked up.

Important Items to Note:

- The check request form is to be used for purchases under $1000 only. If your purchase is over $1000, please go to the Procurement Office in Greene Hall.
- Check runs are only complete once a week (on Thursday's).
- **All vendors that provide a service MUST be paid directly by Alfred University Business Office.**

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Cash Advances

A group/organization may request a cash advance up to $300 to be used to make purchases for your group. To do so, please complete the Check Request Form as noted above and indicate “cash” where directed.

Once you have completed your purchase(s) you will need to return to the Business Office within thirty (30) days of the advance. All receipts to substantiate your purchase(s) are required. The amount spent will then be charged to your organizations account.

If the advance is not cleared within thirty (30) days, the following actions will be taken:

- An email will be sent to the individual who accepted the advance as a reminder to clear the advance
- If the advance remains outstanding, a second email will be sent and copied to the group advisor.
- If the advance is still not cleared the entire amount of the advance will be charged to your student account
- If more than one (1) advance is open and un-cleared, the Business Office has the right to refuse a future cash advance request.

Important Items to Note:

- **You must keep and return all receipts for all purchases applicable to the advance.**
- **Alfred University is tax exempt; take your tax-exempt form with you as taxes paid will not be deducted from the advance.**
- **If the advance is given in your name, you are the responsible party, do not leave it up to someone else to return your receipts.**

Reimbursement Requests

A reimbursement request is when someone connected with your group/organization has paid for goods or services using their own money. To be reimbursed, please complete the Check Request Form as noted above and email the form and accompanying receipts to businessofc@alfred.edu or you may drop it off to our office in Jordan Hall.

Important Items to Note:

- **In order to be reimbursed, you must attach all receipts and documentation.**
- **Alfred University is tax exempt, therefore tax is not reimbursable so do not forget to present your tax exempt form upon purchase.**
- **Checks are only cut on Thursday’s so there is some delay in receiving reimbursement.**

Donations Being Made from your Club/Organization

A group/organization may make a monetary donation **from** the group/organizations account in most cases. If you are making a donation, please follow the previously described check request process. If you are unsure if it is allowable, please reach out to me directly.

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Tax Exemption

Alfred University is a tax-exempt organization in **New York State**; therefore, we do not reimburse tax on **any** purchase. Please be sure to keep the New York Tax Exempt form with you when making purchases for the University. The Tax exempt form can be found on the Business Office webpage.

Walmart & Dollar General Tax-Exempt Cards

The use of the Walmart/Dollar General tax exemption can only be used with an Alfred University issued credit card or the applicable Walmart/Dollar General credit card (available in the Procurement Office, Greene Hall). Please note, our tax exemption is only honored when going through an employee check out.

Revenue & Deposits

Your organization will likely be bringing in revenue whether via sales, donations, dues, fundraisers, etc. Once you receive revenue, please complete a deposit slip, as noted below, and return the form with funds to the Business Office within five (5) business days of receipt. Checks received should be made out directly to Alfred University.

Please note that Venmo or other forms of electronic payment made to a student directly is not allowable. The Business Office has a credit card reader that can be used for one-off situations. Please reserve the card reader by emailing the Business Office at least five (5) days prior to need. All card fees associated with the transactions are charged directly against your revenue.

To complete a Deposit Slip:

- Name – This should be the name of the individual or group from which you are depositing money.
- Description – This is a short explanation of where the money came from and what it is for
- FOAP – Fund, Organization, Account & Program Number are all required
- Funding Source – Enter all applicable with correct totals.
- Carry totals to bottom of page in each column
- Enter Deposit total
- Print the name of the person who prepared the form
- Enter the date the form was completed
- Bring to the Business Office for processing.

Things to remember:

- Deposits are made using a revenue account string. This is ***your fund #*** - 17120-5815-10
- The only time you will deposit into your expense account string is when you are offsetting an expense.

Fundraising

A group/organization may conduct fundraising activities if they are pre-authorized by Student Activities. Once your fundraiser is complete, please follow the deposit instructions above.

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Prizes and Awards to Students

Tax reporting rules require that gifts, prizes, and awards be treated as taxable income to the recipient. The amount must be included on a W-2 or Form 1099 and is subject to all income and withholding taxes.

What is considered a gift, prize or award?
Gifts, prizes and awards are cash, gift certificates, or other tangible items given to University students.

Awards are typically in recognition of outstanding achievement in their academic or other performance related activities, including Honors Convocation awards.

Prizes are typically won at student club, or other campus event.

Gifts are typically in connection with the holiday season or some other purpose not related to achievement or job performance.

Taxable Gifts & Awards Form

- Anyone that receives a gift, prize or award will need to fill out a Taxable Gifts and Awards Form
- This form can be found on the Human Resources Web Page *https://my.alfred.edu/hr/policies.cfm*.
- Taxable Gifts & Awards forms must be submitted to Human Resources in Greene Hall, along with a Check Request Form
- Please submit this form in person as it includes Social Security numbers.

Requests for Contracts

Anyone from Alfred University requesting a service from an independent contractor ***(e.g. performer, artist, and lecturer***) will be required to submit this form.

Please complete the form electronically and submit to the Office of the Vice President for Business & Finance at tsai@alfred.edu at least three (3) weeks prior to the event but ideally as soon as the details of the arrangement have been determined. (If the event is less than three weeks away, please contact us ASAP).

The VPBF will determine if a contract is required.

If it is determined that a contract does not need to be executed, the requestor will receive a copy of the *Request for Contract/Agreement* form with the *Internal Control Only* section completed.
If a contact is required, one will be drafted and sent to the Independent Contractor to be signed. Once fully executed by both parties, the Agreement will be sent to the requesting party.
Once the services have been completed, the requesting party will need to initiate paperwork to pay the Independent Contractor as noted in the ***"Requesting a Check Payment"*** section of this packet.

Request a New Fund / Change a Fund Number

This form is used to request a new fund number for a newly organized group or to change to a fund number. The fund number is used by the Business Office to identify your club/organization; it is unique to your group.

Complete the form in full, indicating your source of funding, purpose, fund manager, and title. The Student Club Advisor and/or Senate Advisor must approve all student Group fund requests. The form should then be submitted to the Business Office via email at businessofc@alfred.edu.