SAF Councils and Clubs General Form Instructions (MUST BE TYPED; type online then print)

Make sure you have the most current Form FSA001 version [11/15]!

Account Type: place a check mark on SAF

A. Insert the Student Council name that provides the club funding, and the Club name.

B. Account: Insert the complete Expense Account # and Title of that acct # to which this expense is intended to be charged. Some clubs have only one expense account number, while larger clubs may have multiple expense accounts.

C. Total Check Amount: in dollars and cents

D. Check Payable To: the party to whom the Check is to be made payable to

E. Mark either “pick up completed check” or to be mailed - insert COMPLETE mailing address.

F. Purpose. Must be detailed enough so that any 3rd party reading the form months or years later can clearly understand the justification and appropriateness. Must clearly explain what was purchased, purpose / why it was purchased, and where/when it was purchased. Payments directly to a vendor with detailed invoice or receipt is often self-explanatory, while a Reimbursement often needs additional explanation. Other specific requirements:

Food/Catering - When using SAF funds for food, Include: • A record of attendance is necessary. Small groups need individual names; very large groups can be described with a total of # of persons (ie: a $500 “lunch” may be appropriate for 5-10 people depending upon venue, but would certainly NOT be appropriate for 2 people). Submit: • Original detailed invoices paid. • Itemized restaurant receipts with Credit card receipt/ statement. • Copy of approved catering order form or contract. This Payment Form is not needed if using a Cafe 101 catering form.

Individual Services Payment • Copy of the approved engagement/contract showing the advance agreed upon cost and services to be performed. • Distinguish Contractor payments with any applicable IRS form such as W9. IRS Factors of the Common Law Test (20 Q’s form). May not pay salary, bonuses, or any form of remuneration directly to State employees working as part of their state obligation. Such payments must flow through a State IFR. Account holders who plan to pay employees must discuss in advance with the FSA Business Office and receive advance approval for the appropriate process.

Travel related reimbursements: Student Councils often have detailed parameters for travel related costs. Indicate purpose of travel, Most economical means of travel shall be used.

Gift Cards: any type -must clearly justify a purpose as well as the recipient(s) of the said gift and/or gift cards. If recipient is not known up front (prizes at an event), must submit recipients immediately following the event.

Clothing (imprinted): Coordinate thru campus Bookstore.

Council Approval: Some transactions, esp funds needed to be transferred to an expense account, require the official (signed) Council meeting minutes to be submitted/attached.

G. Signatures: Every Council and Club has slightly different authorized signature requirements. You need to know the signature requirements of the council that provides funds to your club. The Student Activities Office (Student Center Director) can assist in getting signatures and submitting the completed form and attachments to the FSA Business Office.

Submitting: Always save a copy of what you submit.

- If ANY further assistance is needed to obtain signatures or attachments, submit to Student Center Director’s Office(Stu Ctr Rm 2-06). They will submit completed document to FSA, or

- If complete with all attachments and signatures, can be submitted directly @ FSA Business Office (StuCtr Rm 2-09)

Questions on Filling Out a Payment Form? (eMail link)