

# **THINGS TO KNOW ABOUT EXPENSES...**

## **Payments**

1. Payments to performers (bands, DJ's speakers, etc.) must be supported by the original copy of the performer's contract and the original copy of a W-9 Taxpayer Information Form. These forms are available in the Student Development & Activities Center, 313 Gershman Hall.
2. The Finance Office will not process a check for a performer without the completed W-9 form.
3. The Finance Office requires the original copies of all contracts, invoices, receipts, etc.
4. A Purchase Request should be processed prior to the purchase of any supplies/t-shirts/equipment rental.
5. All bills must be submitted within two (2) weeks of the completion of the program event.
6. After thirty days, any unused funds will revert back to the Student Development & Activities. This will enable Student Activities Funding to allocate monies to additional organizations.

## **Quotes**

1. If the expenditure is **\$1,500.00 or over**, three (3) written quotes must be obtained before the Purchase Request can be processed.
2. All quotes should be attached to the Purchase Request
3. In all instances the selected vendor must be the lowest bidder.

## **Allocations**

1. Allocations may only be used for the programs/purposes specified and approved by the Activities Funding Board.
2. If a program is cancelled, funds **may not** be used for a different program.
3. An organization may submit any number of proposals for Student Activities to consider as different plans develop.

## **Expenses versus Allocations**

1. Should the actual expenses exceed the approved allocation, the organization is responsible for assuming those expenses.
2. Should the actual expenses be less than the allocation, the remaining funds stay in the Student Activities Budget.

## **Evaluation**

1. All organizations receiving allocations **MUST** complete the enclosed Activity Evaluation within one (1) month of the program or event.
2. Organizations who do not submit evaluations may be excluded from consideration for future funding requests.