

Wagner Student Association
Student Reimbursement Procedures 2005-2006

General Overview

- Please make 4 copies of all reimbursement forms and receipts (4 copies plus 1 original are needed)
 - The original and 2 copies should be submitted to the WSA Treasurer
 - 1 copy should be given to the student requesting reimbursement
 - 1 copy should be kept by the student group treasurer
- All reimbursements must be submitted with a receipt. The receipt must include the store name, address, date, time, description of what was purchased, and the price. If your receipt does not have this information please write it in by hand before submission.
- Please put all reimbursement requests in the envelope marked for the WSA Treasurer in the Student Group office at the Puck. These will be processed weekly and you will be contacted when the reimbursement is ready.

Commonly Used Forms

Student Council Funding Request Form – ***Must be completed for every reimbursement!***

- Complete all sections except University Account #. *Do not sign this form* (the President and the Treasurer of the WSA must sign it)
 - Under “Person responsible for project(s)” please list your student group treasurer.
 - In most cases you should check “Payee Reimbursement” for the “Type of Expenditure.”

Expense Reimbursement Form (EXP2000) – ***For all requests under \$150***

Requests under \$150 can be reimbursed in cash and the turn around time from NYU is approximately 24 hours. Requests over \$150 or those requests for reimbursements in the form of a check take approximately 2-3 weeks to be processed. It is recommended that you keep requests to under \$150 and request a cash reimbursement so that you can be reimbursed more promptly.

- Fill in the following information:
 - Payee information
 - Department to be charged is WSA
 - Contact Person is Ann Fuller
 - Section 9 (amount), 9a (total expenses), 9c (generally \$0), 9d (amount to pay to student), 9f (total reimbursement)
 - Section 11 (total amount in words)
 - In section 12 list the purpose of the purchase (ie, food for seminar)
 - Payee should sign in section 13. The approver is the NYU OSA (do not sign this area)
- Check cash reimbursements at the top of the form unless you want a check
- Be sure that the amount requested and payee match what you put on the Student Council Funding Request Form.

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Additional Forms – *Please ask the WSA Treasurer for copies of these forms and/or more information.*

Payment to Individuals – For requests over \$150. A check will be issued for reimbursement

Co-Sponsorship Payment Authorization – For use with Wagner or other NYU offices (not for events co-sponsored with other Wagner student groups)

Reallocation Form – Use this form to track the reallocation of any unused funds and assign them to another event (either in your budget or a new event). This form should be submitted periodically to the WSA Treasurer as you reallocate funds.

Business Payment Form – to pay a vendor directly (must have invoice and Tax ID number)

Office and Computer Supplies – must be purchased through Supply Central Office/Staples using this form

Postage Charge Slip – use this for bulk mailings. All mailings must be sent through the NYU Mail Services Department. Other postage is not reimbursed by NYU.

There are additional forms as well. Please ask Ann Fuller (ann.fuller@nyu.edu) if you have any questions or the above forms do not seem to meet your needs!