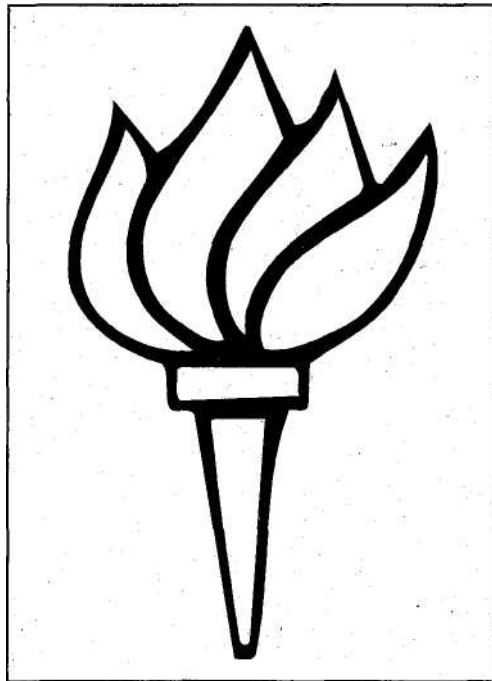
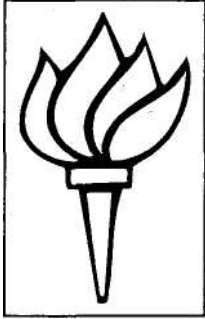


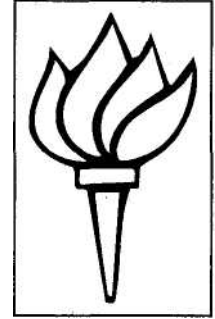
**NEW YORK UNIVERSITY  
STUDENT COUNCIL  
BUDGET MANUAL**



*Office of the Vice President  
Division for Student Affairs  
September 2009-2010*



# INTRODUCTION



Congratulations on being officers in the Student Council for your college. The benefits a student receives from being involved in extracurricular life at NYU are many, and the challenges can prove fulfilling and personally rewarding.

Effective and creative budget management will benefit your Council's goal of providing a wide range of services and activities, both academic and extracurricular, aimed at fostering the development of its student body. This manual is designed to assist the Student Councils of New York University in the management of their budgets.

You can view the manual and download (or print) useful forms by either 1) accessing the Student Affairs Web site: <http://www.nyu.edu/student.affairs> and selecting "Student Council Budgets" or 2) by typing: <http://www.nyu.edu/student.affairs/student.council/> for direct access.

# CONTENTS

School and College Councils.....	1
Council Advisors.....	3
Directory of Offices & Departments .....	4
Starting Off the School Year .....	5
General Comments .....	5
Submitting a List of Officers .....	5
Funding Formula .....	5
Sources of Council Funding .....	5
Submitting a Budget.....	6
Planning a Budget .....	6
Alternate Sources of Funding .....	6&7
Spending Monies: Initiating Expenditures.....	8
General Comments .....	8
Processing Expenditures .....	8
Tax Exemption .....	9
Spending Monies: Specific Procedures .....	9
General Comments .....	9
Deposits .....	9
Internal Transfers.....	10
Employee/Student Reimbursement.....	10
Payments to Individuals.....	10
Payment to Business Entities, Donations .....	11
Expenditures Over \$300 .....	11
Office and Computer Supplies.....	12
Postage.....	12
Photocopying and Printing.....	12
Voicemail/Email/Web pages .....	12
Group Trips .....	13
Events and Parties .....	13
Booking Space .....	13
Catering.....	14
Spending Monies: Keeping Track.....	15
Elements of the OBR (Organization Budget Report) .....	15
Items not reimbursable by the University.....	16
Appendices.....	17
Appendix A	List of Officers
Appendix B	Budget Worksheets
Appendix C	CCF Guidelines
Appendix D	Student Council Funding Request
Appendix E	Transmittal of Funds for Deposit
Appendix F	Co-Sponsorship Payment Authorization

Appendix G	Student Expense Reimbursement Form (Form EXP2000S)
Appendix G-1	Expense Breakdown Sheet Business Meals (Form EXP2000M)
Appendix G-2	Expense Breakdown Sheet Travel (Form EXP2000T)
Appendix H	Payment to Individuals Form (Form IND4000)
Appendix H-1	Independent Contractor Questionnaire (Form IND4000A)
Appendix I	Sample of Invoice
Appendix J	Business Payment Form (Form BUS5000)
Appendix K	Purchase Requisition
Appendix L	Supply Central Requisition
Appendix M	Postal Charge Slip
Appendix N	Copy Central Requisition
Appendix O	Alcoholic Beverages Guidelines 2005-2006
Appendix P	Organization Budget Report
Appendix Q	Excel Spreadsheet
Appendix R	List of Account Codes
Appendix S	Petty Cash Reimbursement Form (EXP2000P)

## School and College Councils

Each school and college at NYU has its own student council.

Please realize that it is not enough to identify yourself as "The Undergraduate Student Organization" or "The Graduate Student Association." Every council on campus is a student organization. Please indicate the school with which you are affiliated. The student councils are as follows:

*As of 9/1/2009*

### Undergraduate Student Councils

<u>Council</u>	<u>Address</u>	<u>President</u>	<u>Treasurer</u>
CAS	100 Washington Square East Room 909A, Mail Code 5172	Alison Accarino <a href="mailto:ama441@nyu.edu">ama441@nyu.edu</a>	Dipesh Mehta <a href="mailto:dmm490@nyu.edu">dmm490@nyu.edu</a>
GALLATIN	715 Broadway 6 <sup>th</sup> Floor, (Temp address) 418 Lafayette Room 750 Mail Code 1836	Jeongki Lim <a href="mailto:jeongkilim@gmail.com">jeongkilim@gmail.com</a>	Christina Liang <a href="mailto:liangcc@nyu.edu">liangcc@nyu.edu</a>
SCPS UG	25 West 4th Street, Room 205	Dana Carlotti <a href="mailto:dana.carlotti@nyu.edu">dana.carlotti@nyu.edu</a>	Tricia Smith <a href="mailto:tricia.smith@nyu.edu">tricia.smith@nyu.edu</a>
SSW UG	1 Washington Square North Room G10, Mail Code 6112	Jessica Mason <a href="mailto:jam771@nyu.edu">jam771@nyu.edu</a> Kathleen Crehan <a href="mailto:kec299@nyu.edu">kec299@nyu.edu</a>	Elizabeth Fritz <a href="mailto:eaf313@nyu.edu">eaf313@nyu.edu</a>
LSP	726 Broadway, 6 <sup>th</sup> Floor	Michael Ting <a href="mailto:mt1490@nyu.edu">mt1490@nyu.edu</a>	Lauren Strausser <a href="mailto:lsd307@nyu.edu">lsd307@nyu.edu</a>
Steinhardt UG	82 Washington Square East 3 <sup>rd</sup> Floor, Mail Code 4316	Sarah Rockney <a href="mailto:scr264@nyu.edu">scr264@nyu.edu</a>	Catherine H. Kim <a href="mailto:chk285@nyu.edu">chk285@nyu.edu</a>
STERN UG	40 West 4 <sup>th</sup> Street Room 616, Mail Code 0170	Charles Kim <a href="mailto:charles.kim@stern.nyu.edu">charles.kim@stern.nyu.edu</a>	Katherine Wang <a href="mailto:kw788@stern.nyu.edu">kw788@stern.nyu.edu</a>
TSOA UG	721 Broadway 8 <sup>th</sup> Floor, Mail Code 1648	Gene Delsener <a href="mailto:esd249@nyu.edu">esd249@nyu.edu</a>	Dave Scala <a href="mailto:dscala@nyu.edu">dscala@nyu.edu</a>
UNSO	246 Greene Street, 4th Floor	Julie Yeh <a href="mailto:julie.Yeh@nyu.edu">julie.Yeh@nyu.edu</a>	Timothy Shi <a href="mailto:tfs230@nyu.edu">tfs230@nyu.edu</a>

## Graduate Student Councils

<u>Council</u>	<u>Address</u>	<u>President</u>	<u>Treasurer</u>
GSAS	One-Half Fifth Avenue Garden Level, Mail Code 5806	Pengcheng Song <a href="mailto:friendliesdai@gmail.com">friendliesdai@gmail.com</a>	Aviv Madar <a href="mailto:madaraviv@gmail.com">madaraviv@gmail.com</a>
Steinhardt GRAD	82 Washington Square East 3 <sup>rd</sup> Floor	Christina Chala <a href="mailto:Christina.Chala@nyu.edu">Christina.Chala@nyu.edu</a>	Tyrell Davis <a href="mailto:Tyrell.davis@nyu.edu">Tyrell.davis@nyu.edu</a>
SSW GRAD	1 Washington Square North, Room G12 Mail Code 6112	Bobby Casiano <a href="mailto:Bnc224@nyu.edu">Bnc224@nyu.edu</a>	Jennifer Dyer <a href="mailto:Jad475@nyu.edu">Jad475@nyu.edu</a>
SCPS GRAD	11 West 42 <sup>nd</sup> Street, RM 428	Nancy Vedrine <a href="mailto:Nv403@nyu.edu">Nv403@nyu.edu</a>	Minhaj Hussain <a href="mailto:Mh1719@nyu.edu">Mh1719@nyu.edu</a>
STERN GRAD	44 West 4 <sup>th</sup> Street, 6 <sup>th</sup> FL, Rm 6-51 Mail Code 0245	Conor Grennan <a href="mailto:Conor.grennan@stern.nyu.edu">Conor.grennan@stern.nyu.edu</a>	Dinesh Ramasamy <a href="mailto:Dinesh.ramasamy@stern.nyu.edu">Dinesh.ramasamy@stern.nyu.edu</a> Ankan Jaim <a href="mailto:Ankan.jain@stern.nyu.edu">Ankan.jain@stern.nyu.edu</a>
TSOA GRAD	721 Broadway 8 <sup>th</sup> FL Mail Code 1648	Jessica Glover <a href="mailto:Glover.jessica@gmail.com">Glover.jessica@gmail.com</a>	TBD
WAGNER	295 Lafayette Street, 2 <sup>nd</sup> Floor Mail Code 1460	Hallie Caplan <a href="mailto:Hc775@nyu.edu">Hc775@nyu.edu</a>	Lucas Heinkel <a href="mailto:Ldh255@nyu.edu">Ldh255@nyu.edu</a>
ANSO	246 Greene Street, 4th Floor	Carole Mitchell <a href="mailto:Carole.mitchell@nyumc.org">Carole.mitchell@nyumc.org</a>	Laura Brefogle <a href="mailto:Leb354@nyu.edu">Leb354@nyu.edu</a>
DSO	246 Greene Street, 4th Floor	Daneil Cline <a href="mailto:Ddc272@nyu.edu">Ddc272@nyu.edu</a>	Jieun Jung Jj721@nyu.edu

## **Council Advisors**

Every student council has a school or college advisor who assists the council in meeting its stated purposes and budgetary objectives. The advisor assists with budget preparation, monitoring funds, program planning and any other concerns of the councils within the various schools. It is necessary for you to have a strong working relationship with your advisor. The advisors to the school councils are as follows:

<u>Council</u>	<u>Advisor</u>	<u>Phone Number</u>
CAS	Anita Farrington-Brathwaite	998-8167
GALLATIN	Samantha Shapses	992-9823
GSAS	Israel Rodriguez	998-8097
LSP	Joanne Rizzi	998-7096
	Pamela McKelvin	998-9149
SCPS GRAD	Barbara Gossett	992-9077
SCPS UG	Anna Condoulis	998-7003
Steinhardt UG	Doris Alcivar	992-9382
Steinhardt GRAD	Stephanie Santiago	998-5066
SSW UG & GRAD	Courtney O'Mealley	998-9189
Nursing UG & GRAD	Amy Knowles	998-5333
STERN GRAD	Jeremy Carrine	998-0038
STERN UG	Maria Duckett	998-0366
WAGNER	Lisa Taylor	998-7415
TSOA UG & GRAD	Megan Mannato	998-7537
	Robyn Stewart	998-1913

## Directory of Offices & Departments

<b>Accounts Payable</b>	726 Broadway, 2 <sup>nd</sup> Floor <i>(Payment to: Business Payment Forms (BUS5000) Individuals (IND 4000) Expense Reimbursement Form (EXP2000))</i>	998-2990
<b>Banking Dept.</b> (at Bursar's)	25 West 4 <sup>th</sup> Street, 1 <sup>st</sup> Floor <i>Deposits (Cash or Checks)</i>	998-2837
<b>Catering</b>	60 Washington Square South <i>10<sup>th</sup> Floor</i>	998-4690
<b>Computer Store</b>	252 Greene Street <i>(Items can be charged to your account with a letter from your advisor)</i>	998-4230
<b>Copy Central</b>	283 Mercer, 1 <sup>st</sup> Floor <i>(Charged directly to your Account with your Advisors signature)</i>	998-1050
<b>Disbursements Office</b>	25 West 4 <sup>th</sup> Street, 1 <sup>st</sup> Floor <i>Petty Cash (same form as Expense Reimbursement Form EXP2000)</i>	998-2840
<b>Health Education</b>	726 Broadway, Suite 347	443-1219
<b>Health Promotion</b>	726 Broadway, Suite 402	443-9999
<b>Kimmel Center Operations</b> Room Res.: Deloris Merchant	60 Washington Square South, Room 605 <i>(Reserve room within Kimmel after you register with OSA)</i>	998-4900 998-4909
<b>Law School-Special Events</b>	40 Washington Square South (Vanderbilt Hall)	998-6116
<b>Mail Services</b>	547 La Guardia Place	998-1010
<b>Office of Student Activities (OSA)</b>	60 Washington Square South, Room 704	998-4700
<b>Purchasing Services</b>	726 Broadway Room 271	998-1030
<b>Program Board/Program Office</b>	60 Washington Square South, 7 <sup>th</sup> Floor	998-4700
<b>Room Assignments</b>	7 East 12 <sup>th</sup> Street (Fairchild), Room 102	998-4220
<b>Room Assignments – SCE</b>	50 West 4 <sup>th</sup> Street (Shimkin Hall), Room 127	998-7160
<b>Room Assignments – STERN</b>	40 West 4 <sup>th</sup> Street (Tisch Hall), Room 537	998-0690
<b>Student Affairs Budget Advisory Committee (SABAC)</b>	194 Mercer Street, 4 <sup>th</sup> Floor	998-2230
<b>Student Resource Center</b>	60 Washington Square South, Room 210	998-4959
<b>Student Senate Council (SSC)</b>	194 Mercer Street, 4 <sup>th</sup> Floor	998-2230
<b>Supply Central/Staples</b> <i>(was Central Supply)</i>	726 Broadway, Room 226	998-1200
<b>University Committee on Student Life (UCSL)</b>	194 Mercer Street, 4 <sup>th</sup> Floor	998-2230
<b>Unique Copy Center</b>	252A Greene Street	420-9198
<b>VP Student Affairs</b>	60 Washington Square South, Room 601	998-4410

## Starting Off the School Year

### General Comments

Student councils are funded through the Division of Student Affairs. The funds are administered and approved by the Council Advisor of your school.

***Council money is used to fund activities that will benefit all the students of a school.*** It is not a fund that is solely used by the council members, although it is understood that in the course of planning and organizing activities, council members will incur and should be reimbursed for expenditures. Each council should have a mechanism (usually, council meetings that are open to all students of that school) that allows the student body to have a say in what the council will fund.

### Submitting a List of Officers

Before funds can be disbursed, each student council must complete the Student Council's list of officers form (Appendix A) and submit to your Council Advisor. The signatures of the President and Treasurer and any other officers who will have the authority to sign or approve expenditure forms must be included on the form. If the council's advisor needs to initial transactions, this must also be noted on the form.

It must be understood that while there may be a designated Treasurer for the council who will be responsible for processing transactions or keeping track of the council's financial status, **all council officers are jointly responsible for how and why council money is disbursed and will be held jointly responsible for any misuse of funds.**

## Sources of Council Funding

### Funding Formula

School council funding is provided from the operating budget of the Division of Student Affairs. It does not come from a fee charged to students (e.g. student activity fee or government activity fee). For the fiscal year of September 2006- August 2007, Student Affairs provided the school councils a total of approximately \$430,000. This amount was allocated to each school based on prior year enrollments. For the September 2007- August 2008 fiscal year, the total allocation increased by a 5.9% inflation rate to be consistent with tuition increases and this amounts to \$453,650 available for allocation to school councils, based on prior year percentages. It is possible that in the September 2009 - August 2010 fiscal year, the NYU Budget Office may change the allocation formula to be more consistent with current year student enrollment within each school. Should this occur, there may be significant changes in the funding available to certain schools due to recent enrollment shifts.

Your council should plan its anticipated costs and ensure the costs do not exceed your budget. Councils may only spend the money that is available to them within the current year. *Council members become personally responsible to cover all expenses that are in excess of your budget. The University will not provide you with additional funding beyond your entitlement.*

### Submitting a Budget

At the beginning of the academic year, each student council is notified about the amount of money they have been allocated from the University for the year, as well as the amount of money that has been carried forward

from the previous year. Once each council has received notification of its funding, each council should submit a budget to their Council Advisor, detailing a proposed plan of activities and intended expenditures for the academic year. Each event should also be budgeted based on type of expense. The *Student Council Budget Worksheet* (Appendix B) can be used to record your budget estimates. The council Treasurer should meet with their Council Advisor to discuss the timing and appropriate measures to expedite forms for purchases. From this meeting, a calendar of submission dates can be prepared for all expenditures.

Each month your council may be asked to confirm the next month's budgeted events. An Organization Budget Report will be emailed to the Treasurers on a monthly basis so they may reconcile previous transactions. There is generally a 2-3 week lag time before expenses appear on your OBR. Use your excel spreadsheet to obtain updated information.

Student councils that fund other clubs and organizations within their school should include the amounts allocated to these clubs in their budgets. Councils cannot give funding to any organization that receives funding from the All-Square Student Budget Allocation Committee (ASSBAC).

### Planning a Budget

Councils may only spend the money that is allocated or available to them within the current year. Your council should budget its anticipated costs and should not plan or rely on using next year's money to pay for current expenditures. Continual overdrafts by any council may result in suspension of the council's activities in the current or subsequent year.

If your council gives an event that will benefit next year's students, but the expenditures are made within the current year, those expenditures must be budgeted using money from this year. The University's accounting department will only allow an expense to be charged to next year's budget if the item ordered will not be delivered or cannot be used (is physically inaccessible) until the next academic year. Please see the your Council Advisor if you have such an expenditure.

### Alternate Sources of Funding

If your council decides that additional funding is needed for an event currently in your budget, a new event, or an unexpected expense, there are numerous ways to add money to your allocated budget. The following are descriptions of the most common sources of alternate funding on campus. Councils can seek funding from sources outside the University as well.

### Contingency Funding

The Council Contingency Fund (CCF) provides additional funding for student councils that show demonstrated need. The *Student Affairs Budget Advisory Committee (SABAC)* will have the responsibility of allocating additional monies from the CCF to the various councils. Student councils must comply with SABAC guidelines to be eligible to receive monies. Additional information and applications for Contingency Funding are issued by the *University Committee on Student Life* (see Appendix C).

If approved for Contingency Funds, a council's account will only be reimbursed by SABAC for receipts submitted for approved expenses related to their event. Councils must identify contingency expenses as incurred and the funds will be transferred only if and when the council **depletes** its regular account allocation.

### Fund-Raising

A council can sponsor events to raise funds to augment their budget. Examples of fund-raising activities include bake sales, film screenings, lectures, and parties. Your council must rely on its own funds to cover initial expenses for such events. It is helpful to do a cost projection for such an event prior to making any commitments.

**If income from an event will be used to fund activities for this year, the event should be planned so that the money will be collected and deposited into the council's account within the current academic year** (see Spending Monies: Specific Procedures - Deposits, page 9). If money is expected to be collected or deposited during the next academic year, be aware that no credit or allowance will be extended in the current year for "expected income."

### Donations

Student Council may use their funds to host on-campus programs to raise funds to donate to not-for-profit 501c (3) tax exempt charities. The use of University facilities for the purpose of raising funds whether through charter admission to an event, by soliciting voluntary contributions, or otherwise, is permitted only under the following conditions: by University organizations, provided the funds raised are intended for purposes of the University and its exemption from registration under New York Social Services Law, and in no event are intended to be used for the support of political activities. Students can not commit themselves to donating funds until they have received approval from their Council Advisor.

### Co-Sponsored Events

Councils are encouraged to co-sponsor events with other councils, student clubs, the *Program Board* or the academic departments within their schools as a means of maximizing resources such as space, funds, and manpower. Contact the *Office of Student Activities* for the names and mailboxes of all registered clubs.

When co-sponsoring events, it is a good idea to write up a formal agreement, outlining the budget for the event. The agreement should detail how much each group will contribute and which expenses each will pay for the event. In addition, the agreement should spell out how each group will be credited in banners, flyers or event programs for participating or funding the event.

### SHC - Health Promotion Office

Office of Health Promotion supports substance-free programming. Councils may apply for funds to help offset the cost of substances-free events. The maximum grant is \$300 per event.

Pick up a Funding Application from the Office of Health Promotion or download one at <http://www.nvu.edu/shc/promotion>. For additional information, contact the department directly at (212)443-1234.

## Spending Monies: Initiating Expenditures

### General Comments

Councils are subject to the same disbursement guidelines as every office within the University. There is no special system or recognition of council accounts. **The University is under no obligation to transact an expenditure that does not conform to existing University policy and standards.**

Part of your job as officers of a council is to fulfill your council's activities while working within the existing University guidelines. Changes in University policy can occur, but they will be done systematically, through the appropriate channels and in the appropriate forums of advocacy.

Councils are encouraged to discuss any upcoming projects with your Council Advisor. Before making spending commitments, discuss with your Council Advisor the best and most expedient ways to process your transactions.

It is also suggested that the Treasurer (or other designated officer) provide a written report at each council meeting on the council's financial status, attaching a copy of the report to the meeting minutes. This report should detail current allocation and new income, money committed (approved for spending but not yet paid), money paid out, balance available and requests for money that are pending approval.

Councils are responsible for monitoring the expenditures and budgets of any school-based organizations they fund. It is each council's responsibility to ensure the groups they fund are aware of and fully comply with the University regulations regarding expenditures. Councils may also set any additional qualifications or guidelines they deem necessary for the payment of expenses for organizations they fund.

Councils have up to **30 days after an event to submit receipts**, contracts or invoices for payment or reimbursement. Please make sure that all expenditures are submitted in a timely fashion. May 1<sup>th</sup> is the last day to submit cash reimbursements. May 29<sup>th</sup> is the last day to submit payments to individuals, purchase requisitions, reimbursements, expense reimbursements, business payment forms etc. to the current fiscal year. Anything submitted after May 29<sup>th</sup> will not be approved or processed.

### Processing Expenditures

All council transactions must be accompanied by a completed **Student Council Funding Request Form** (Appendix D). The Funding Request Form will detail the type of transactions and give the names of the individuals responsible for the transactions. When signed by the President and Treasurer, the Funding Request Form will serve as authorization of the accompanying expense.

Councils must complete the appropriate University expenditure forms for the expenditure to be processed. All expenditure forms will require the council's University budget organization number and an account code that describes the type of expense being processed. See Appendix R for frequently used account codes.

Council reviews and approves students/event activities. Treasurer completes appropriate expense reimbursement forms, attaches original invoices/receipts. A funding request form is filled out and signed by the President, Treasurer and or their advisor. Then all of the paperwork provided to your council advisor. This should include a spreadsheet with remaining balance and a copy of all the forms that are being submitted for processing.

### Tax Exemption

Council expenditures are only tax exempt if the vendor is paid through the University system (by Business Payment Form (BUS5000) or Purchase Order). If you need to have a tax-exempt form sent to a vendor, please contact your Council Advisor.

Purchases paid by cash, credit card or through an outside checking account are not legally tax exempt. Even if the vendor is willing to extend you this courtesy, the University will not send the appropriate tax-exempt certification.

### Spending Monies: Specific Procedures

#### General Comments

The turnaround time for all transactions begins when the expenditure forms are approved for payment by your Council Advisor.

#### Definition of a valid receipt:

- 1) The receipt must be an original. Photocopies will not be accepted.
- 2) Must have store name and address on receipt. Students may write this in if it is not pre-printed on the receipt.
- 3) Receipts must be itemized indicating what was purchased. Receipts that are not itemized can not be processed.
- 4) For Kinko's and Unique Copy Center reimbursements, you must submit a register receipt, not a work order, for reimbursement. The account at Unique Copy Center is no longer available. If you make copies at Unique, you must pay for the copies out of your own pocket and later fill out a form for reimbursement. Again, make sure you submit a register receipt. If you would like to create an account, a blanket order must be created and the blanket order # must be used when making copies at Unique Copy Center.

All requested forms must be filled out prior to submission to your Council Advisor for approval.

#### Deposits

Money (cash and/or checks) collected from an event should be deposited to your University account. Complete a **Transmittal for Funds to be Deposited Form** (see Appendix E) and take it to the **Banking Department, 25 West 4<sup>th</sup> Street, 1<sup>st</sup> Floor**. The carbon copy must be turned into your Council Advisor.

Income raised from an event or sale of goods is available to the council for future spending, and should be deposited into 45170-10-07XXX-SCXX. Based on the actual income, your Council Advisor can make corresponding increases to the council's expenditure codes to allow use of the income for expense processing.

### \*\*Internal Transfers

Councils who need to reimburse other University departments for expenditures can request to have an internal transfer of funds made from their University account to the department's University account by completing a **Student Council Funding Request Form**, giving the appropriate information requested. Copies of the transaction forms used by the department to pay for the expenses must also be submitted. Submit the Funding Request Form with supporting documentation to your Council Advisor.

### \*\*Expense Reimbursement

Turn-around Time: Cash - 24 hours  
Check - 3 weeks (15 business days)

Procedure: Bring a completed **Funding Request** form, **Student Expense Reimbursement Form (EXP2000S)**, and valid receipts (for definition see page 9) totaling the amount of the expenditure to your Council Advisor for an approval signature. **A copy of the form, receipts and or invoices should be attached to the completed forms.**

The Student Expense Reimbursement Form (Appendix G) is used to request reimbursement for business expenses incurred only by NYU students employed by NYU requesting cash or a check. A reimbursement can be issued in cash via the **Petty Cash Request Form (EXP2000S)**(Appendix G). Cash can be obtained from the Bursar's office if the total expenses are \$150.00 or less per receipt. The form can exceed \$150.00 if you have multiple receipts. **NOTE: Students that are not employed by the University and are seeking to be reimbursed by check, should use the Payment to Individuals form.**

On Form EXP2000S, "Department" is always the council's name. An **Expense Breakdown Sheet (Form EXP2000M)** must be attached to Form EXP2000 when the requested reimbursement is for meals. When being reimbursed for travel, **(EXP2000T)** must be attached.

Payments for services rendered by individuals (students or faculty) who are currently on the University's payroll must be made through the University's payroll system and the amount to be paid may need prior approval by the University's Compensation Office.

Payments to faculty must be approved by the Compensation Office and will be set to market rate or the requested rate, whichever is higher.

In addition, all payments to University employees or students will also assess a fringe benefit charge of 28.5% of the gross amount paid. See your Council Advisor at least one month in advance if you need to pay someone in this manner.

### \*\*Payment to Individuals (Non-NYU)

Turn-around Time: 3 weeks (15 business days)

The Payment to Individuals Form (Appendix H) is used to request payment to individuals, who are not NYU employees (e.g. students not employed by the University, independent contractors and consultants) for professional services, honorariums, royalties, awards, etc). Individuals must have a Social Security Number or ITIN if they are non-resident aliens. On this form (IND4000), the description/explanation section should include the council name and a statement of the purpose for the check and an invoice.

If Form IND4000 is used to pay for professional services whose total cost exceed \$3000.00 in the calendar year (box **2(b)(ii)** is marked), the **Independent Contractor Questionnaire (Form IND4000A)** must be attached. See Appendix H-1 for Form IND4000A.

Procedure: A completed **Funding Request Form, Payment To Individuals Form (Form IND4000)**, and valid receipts, contracts, personal checks or copies of canceled checks (front and back) are delivered to your Council Advisor for approval. Attached items must be submitted with the request or it will be rejected by the Accounts Payable Department.

If your council is paying for the services of an individual who cannot provide an invoice for the services rendered, you must submit a detailed Memo with the word invoice # 101 in the subject. It should detail what services they are providing. You must also include date, time, social security number or federal tax ID number. This memo can be used for, but is not limited to, DJ's, speakers, film rentals, set designers, caterers, and performers. Councils are advised to have a completed memo with the vendor in advance of the event to confirm the agreed upon services, and details of the event (i.e. time commitments, location). **A copy of all receipts or invoices should be attached to the completed forms.**

**\*\*Payment to Business Entities**

Turn-around Time: 3 weeks (15 business days)

The Business Payment Form (Appendix J) is used to request payment to a business entity with a Federal Tax ID number for transactions that do not require a Purchase Order. Multiple invoices for the same vendor may be processed on a single Business Payment Form. The description/explanation section of Form BUS5000 should include the council name and a statement of the purpose for the check. The rest of the information requested on the form should be completed as well. **A copy of the form (BUS5000) and invoice must be attached.**

Procedure: A completed **Funding Request Form, Business Payment Form (Form BUS5000)**, and valid receipts or invoice are delivered to your Council Advisor for approval. Valid receipts, invoices and personal checks or copies of canceled checks front and back (for reimbursement of expenses) **must** be submitted with the request or the Business Payment Form will be rejected by the Accounts Payable Department.

To make a donation, the council must complete a **Business Payment Form** and provide a fund-raising response form from the organization. The response form or letter will be sent with the payment when issued. If you are unable to get a response form or letter, you may also write a detail memo indicating how much your council would like to donate, and provide the company's federal tax ID #.

**\*\*Expenditures Over \$300**

**Purchase Requisition** (Appendix K)

Turn-around Time: 30 days.

Procedure: A completed **Funding Request** form and **Purchase Requisition** form are submitted to your Council Advisor for approval. The Purchase Requisition should include a detailed description of the goods or services to be purchased (i.e. exact size, color, quantity, special requirements, dimensions, or attachments). The Funding Request and Purchase Requisition should also indicate the maximum amount that is budgeted for this expense. **A copy of the invoice must be attached.**

If your council has a preferred vendor, you may indicate that on the Purchase Requisition in the space provided with the vendor's Federal Tax ID number. Your council cannot make a commitment to purchase goods from a vendor when a Purchase Order is required without prior approval from the University's **Purchasing Department**. Upon verification of the council's availability of funds, your Council Advisor will forward the forms to the Purchasing Department to obtain a purchase order.

The Purchasing Department will "shop" for bids and choose the vendor that can deliver the requested items

or services at the lowest cost. Your council can decrease the time it takes to process the Purchase Order by "shopping" for your own bid. If the item you are purchasing is over \$10,000, purchasing requires three bids minimum.

Upon approval by the Purchasing Department, a **Purchase Order** confirming the agreed upon price for the goods or services will be forwarded to the vendor and the council. The council should retain the copy of the invoice that accompanied the goods & services and forward it to their Council Advisor.

### \*\*Office and Computer Supplies

The Controller's Division of the University requires that all purchases for office and computer supplies be made through the **Supply Central Office/Staples**. The office has been instructed to make every attempt to provide requested items. If you do not see what you need in the Staples Catalog (available from Supply Central), be sure to ask if they can get what you need before going someplace else. Disbursements will not reimburse for any items purchased from local stores that are carried by Supply Central.

### Supply Central Orders

Catalogue items: Delivery within two (2) school days.

Procedure: Fill out the **Supply Central Requisition Form** (Appendix L). Bring the completed form to your Council Advisor and it will be sent electronically. Catalog items will be delivered to your school. Your University account will be billed directly for the supplies ordered.

### \*\*Postage

The University will not reimburse postage. All University mailings must be sent through the **Mail Services** department. Items for mailing should be brought to Mail Services or left at a designated pick-up location along with a **Postal Charge Slip** (Appendix M).

When sending bulk mailings (200 pieces or more), contact the Mail Service department in advance, to confirm how materials should be delivered to them or whether a special pick-up needs be arranged.

### \*\*Email Alias/WebPages

In order to enhance communication between council members, faculty, staff, and students, each council can establish email alias and a webpage. For more information about these services, and assistance in establishing such accounts, contact Myoung Marquez in the Office of Student Activities.

Myoung Marquez, Office of Student Activities, Kimmel Center, 60 Wash Sq S, 704  
NYU Mail Code: 3176, Tel: (212) 998-4165, Fax: (212) 995-4796 or at [myoung.marquez@nyu.edu](mailto:myoung.marquez@nyu.edu)

### \*\*Photocopying and Printing

**Copy Central** formally known as **Reprographics** is the University's print shop and is equipped to handle a wide-variety of your copying, printing, typesetting and design needs. Copy Central is also responsible for the purchase of off-campus printing and related services that exceed the limits of its in-house equipment. Bring a completed **Copy Central Form** (Appendix N) to your Council Advisor for approval.

**Note:** Any printed materials that will carry the NYU torch logo must be done by or requested through Copy Central.

### \*\*Group Trips

All travel arrangements for group trips (15 or more people) must be booked in conjunction with the **Purchasing Department**. This will ensure that the University's insurance requirements for the safety of all participants can be met.

All student travelers on group trips must sign Travel Releases for the trips (there are different forms for Local, Domestic or Foreign travel). If your council is planning a trip, blank releases can be provided from your Council Advisor.

### \*\*Events and Parties

There are many services available on campus to make your event a success. The first step in planning your event is to arrange for space. Once that is confirmed, arrangements for food and entertainment can be made.

When planning events, the University's policies on the use of alcohol during events are in effect whether the event is held on or off campus. See the excerpt from the NYU Policies on Substance Abuse and Alcoholic Beverages, revised 2004 (Appendix O). The complete and updated guidelines are available from the **Office of Health Promotion**.

### Booking Space

The majority of student events are scheduled through **Kimmel Center Operations**. To book space in various locations around campus, councils must register with the Office of Student Activities during the Club Registration period. Club Registrations are held at the beginning of each semester.

If your council is registered with the Office of Student Activities, you may contact **Kimmel Center Operations** to reserve space. Requests for space should be made at least two months in advance to guarantee a large selection of rooms from which to choose. There are charges for the use of audio-visual equipment, and charges may apply for the rental of rooms. These charges will be billed directly to your University account. Pick up the Club Management Guide from Office of Student Activities on the 7<sup>th</sup> floor of the Kimmel Center for additional information and guidelines.

### University Buildings

Arrangements for use of space in other buildings on campus can be made through the appropriate **Room Assignments Office** for the desired building.

### Off-Campus Space

Events may be held off-campus as well. Please speak to your Council Advisor prior to obtaining contracts for use of outside space to confirm availability of funds and the appropriate manner of obtaining deposits and final payments for the location and services used.

To avoid financial and legal problems in the course of renting off-campus space for parties and events, please keep in mind the following guidelines:

- 1) Plan your event at least 2 - 3 months in advance. A Purchase Order must be used if the rental space requires a signed contract and/or it's over \$300.00. Councils **can not sign** the contract - the Purchasing Department will sign any contract and act as the designated representative for the University when the contract is approved.

Most spaces require an advance payment at least one month in advance of the date of the event, which can be requested with the Purchase Requisition. The University cannot issue certified checks; so do not use vendors that require them for payment.

Planning ahead will also give you more time to reschedule your event if you are bumped from your space at the last minute.

2) For the day of the event, assign someone to be responsible for confirming with the management of the space the number of people that attend your event, the actual amount spent, or any additional amenities provided that will affect your final bill. These verifications should be made the day (or night) of the event so you are not surprised by a follow-up bill charging you for additional (or excess) services rendered.

### Catering

**NYU Catering** (a.k.a. Aramark and part of the Dining Services Unit that supervises the on-campus dining rooms) can cater your council events. Charges for food can be billed directly to your University account or paid by check.

Events can also be held and catered at the Law School. Contact the **Law School Special Events Department** to get information on space availability and catering information.

### **Outside Catering**

Outside caterers can also be used to cater events not held in the Kirnmel Center. Payments for outside catering services can be made by **Business Payment Form (BUS5000)** if under \$300 or by **Purchase Order** if over \$300 prior to the Event (see page 11-12).

### Spending Monies: Keeping Track

As your council spends money on projects, these monies will be subtracted from your University account and the deductions appear on an accounting report called the **Organization Budget Report** or **OBR**. This report is issued monthly by the University, and will show itemized expenditures charged against the council's account. OBR's will be emailed on the 2<sup>nd</sup> Friday of every month to the Treasurer and should be compared to your excel spreadsheets.

### **Elements of the OBR** (See Appendix P)

- 1) The SUMMARY PAGE shows the status of the council's account year to date.
- 2) The DETAIL PAGE lists all the expenditures made during that month only.
- 3) The PURCHASE ORDER STATUS PAGE lists the payment status of all Purchase Orders and other encumbrances.

All the report pages include the following information:

- A) DATE OF REPORT (The last day of the month covered by the report).
- B) YOUR FUND and DEPARTMENT/ORGANIZATION # and NAME (The department number and name of your student council).
- C) EXPENSE ACCOUNT CODES (Describe the types of expenditures made).
- D) Definition of Budget.

The funding for the current year is in code 76420 - Subsidies.

If there is a balance in the account from the prior year, it will be carried over and appear on the OBR under code 76470 - Allocation To/From Other.

- E) When money is expended or charged, it will appear as an expense on the OBR under the appropriate account code.
- F) Money left over on any account code is shown as "BALANCE AVAILABLE".
- G) Expenses paid during the month are reflected on the OBR under the heading "CURRENT MONTH".
- H) "FISCAL YEAR TO DATE" shows the total amount spent from the beginning of the academic year (September 1) to the end of the month covered by the OBR.

#### Explanation of Detail Page

These entries on the OBR detail each transaction that occurred for each account code. These amounts need to be checked for accuracy by verifying them against the council's own ledgers and records. If any discrepancies/ errors appear on the OBR, bring it to your Council Advisor's attention.

#### Route of the OBR

The monthly OBR is copied and forwarded to the council Treasurer for review and reconciliation with the council's records of expenditures. Your Council Advisor retains the original copy for use during audits.

#### Closing out the fiscal year

All expenses must occur between September 1, 2007 and May 31, 2008 of any calendar year. Any student who wishes to be reimbursed in cash must submit their Expense Reimbursement prior to May 4th. Any Expense Reimbursements submitted after May 4<sup>th</sup> will be processed as a check and will be mailed directly to the payee's home. Please make sure the permanent home address is listed and not their dorm. This is to ensure that the reimbursement is charged to the correct fiscal year.

The fiscal year will be closed on May 31<sup>st</sup> at 5pm of every year. If May 31<sup>st</sup> falls on a Saturday or Sunday, it will be the Friday that precedes the May 31<sup>st</sup> deadline. Any expense reimbursement requests received after May 31<sup>st</sup>, 2008 will not be processed and therefore the costs will become the personal financial responsibility of the Council's members. If you are planning events or anticipate expenses for the period May 31<sup>st</sup>, 2008 through August 31st, 2008, please contact your Council Advisor prior to May 31<sup>st</sup>, 2008.

*What will not be reimbursed?*

Funding from the University for student council activities can only be provided in accordance with the university policies. Items that are not commonly reimbursed include but are not limited to:

1. Expenses that do not benefit the student body at large are not reimbursable,
2. private council meetings held at restaurants
3. parties held at a bar where your entire school is unable to participate,
4. alcohol\*,
5. receipts that do not list what was purchased,
6. gifts to one another for working as a student council representative or for any other reason,
7. purchase of schoolbooks, novels,
8. expenses that are unrelated to the purpose or mission of the student club, the school, and/or the university
9. donations to any civic, religious, governmental or other agency

When in doubt, call your Council Advisor.

*Although NYU policy may allow the use of alcohol for certain student functions, as a matter of policy, the Division does not provide funding to student groups for the purchase of alcohol.*

Each school will be responsible for all of the expenses posted to the account and will have to cover any overages imposed by the council.