

Finance 101

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STUDENT INVOLVEMENT
GALLAGHER STUDENT CENTER
COMMUTER SERVICES

Finances

- Student Activity Fee
- Funds & Accounts
- Accounting Book
- EngageXU Forms
 - Payment Advances
 - *Pre-Spend Authorization*
 - Reimbursements (Zelle)
 - Purchases (vendor and other payments)
- Workflow Approvals
- Contract Signature Authority

Home Art Society Events 818 Chats Admin								
Accounting Book								Show Archived
Budgets	Allocations/Revenues						Expenses	
FY22	\$4,233.90						\$1,086.00	
Group Funds	\$0.00						\$0.00	
Total	\$4,233.90						\$1,086.00	
Transactions (3)								
Search Transactions		Q	- Source -	- Transaction Typ...	- Item Category -	- Payment Metho...	- Status -	
<input type="checkbox"/>								
#	Item Name	Entered By	Source	Payee / Vendor	Category	Payment Method	Receipts	Status
1	101001 Claim On Cash Beginning Balance - #2474510 Jul 1, 2021	API Created Art Society	FY22	-	-		-	Completed
2	801130 Agency Initial Allocation Fy22 - #2475597 Jul 1, 2021	API Created Art Society	FY22	-	-		-	Completed
3	805130 Agency Recaptured Funds Fy21 - #2475339 Jun 30, 2021	API Created Art Society	FY22	-	-		-	Completed

Student Activity Fee

Every undergraduate contributes:

- \$115 per semester (full-time)
- \$12 per credit (part-time)

SGA allocates the Activity Fee:

- UAOs & Subordinate Bodies Allocations
 - SGA Executives
- Club Budget Allocations
 - SGA Student Organizations Committee (SOC)



Funds & Accounts

Every organization has a fund number

- Six digit number beginning with 81xxxx
- Unique to your organization

EngageXU > Group > Settings > More >
Student Org Fund Number

- Needed for any financial form to be submitted on EngageXU
- Needed for depositing funds at the Bursar's Office

Accounting Book

Connected with the university's Banner system – Xavier's official record system.

EngageXU > Group > Accounting Book

Only Officers (admins) can access the Accounting Book for your group.

Adjust [Permissions](#) if you want to further limit access to any Officers.

Use [Show Archived](#) to view previous years' allocations, revenue and expenses.

Accounting Book				
Show Archived Upload Transactions (Admin Only)				
Budgets	Allocations/Revenues		Expenses	Balance
FY22	\$4,233.90		\$1,086.00	\$3,147.90
Group Funds	Current Balance	\$0.00	\$0.00	\$0.00
Total	\$4,233.90		\$1,086.00	\$3,147.90

discover
DEVELOP | LEAD

Student Payment Advance Form

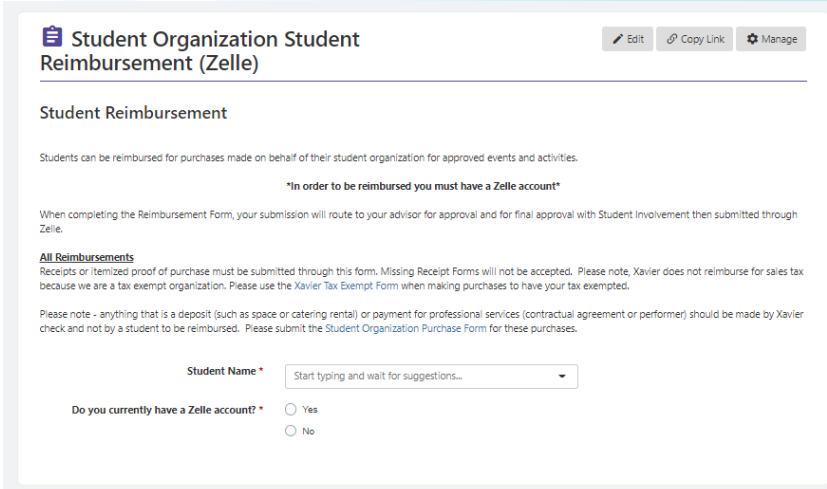
- Organizations can take out **one advance at a time**, up to \$300 in total. This year it will be a Focus Blue card.
- The individual listed on the advance is **responsible for** the advance.
- Advances will only be considered for **fully-approved events**, submitted through EngageXU.
- The Focus Blue card may be used to **purchase goods**. You cannot pay performers, individuals for services, or use Focus Blue for rentals.
- Students must **return receipts** along the Focus Blue card to the Controller's Office (Schmidt Hall) within 7 days.
- Your organization is responsible for tracking and **maintaining receipts** with an advance. Missing receipts will not be accepted.
- Students that are listed on the advance will personally be charged for advances that are not closed in a **timely manner**.

Pre-Spend Authorization Form

- Individuals who wish to spend **more than \$300** of their own monies and be reimbursed need to submit a Pre-Spend Authorization and have approval from their advisor and Student Involvement prior to the purchase.
- The form requires you to **explain, in detail**, the purchase.
- Some purchases may be able to be made through **other means** (such as university p-card).
- The purpose of this form is to ensure that a student does not make a large purchase that is **not able to be reimbursed** and then still expects to be reimbursed for it anyway.
- Advisors are the first approver so please **contact your advisor** once submitted to ensure timely review and approval of your form.

Student Reimbursements (Zelle)

- Students can be **reimbursed by Zelle** for purchases made up to \$300.
- Over \$300 can be reimbursed to students via **Zelle**, but a Pre-Spend Authorization must be approved in advance of the purchase being made.
- You must **upload itemized copies** of the receipts in order to be reimbursed. Missing receipts will not be reimbursed.
- The university is **tax-exempted**. We do not reimburse for Sales Tax. Please have a copy of our Tax Exemption Form when making purchases.
- Advisors are reimbursed using the Advisor Reimbursement Form.



The screenshot shows a web form titled "Student Organization Student Reimbursement (Zelle)". At the top right, there are buttons for "Edit", "Copy Link", and "Manage". The main heading is "Student Reimbursement". Below this, there is a note: "Students can be reimbursed for purchases made on behalf of their student organization for approved events and activities." A bolded instruction states: "*In order to be reimbursed you must have a Zelle account*". Further down, it says: "When completing the Reimbursement Form, your submission will route to your advisor for approval and for final approval with Student Involvement then submitted through Zelle." There is a section titled "All Reimbursements" with a note: "Receipts or itemized proof of purchase must be submitted through this form. Missing Receipt Forms will not be accepted. Please note, Xavier does not reimburse for sales tax because we are a tax exempt organization. Please use the Xavier Tax Exempt Form when making purchases to have your tax exempted." Another note states: "Please note - anything that is a deposit (such as space or catering rental) or payment for professional services (contractual agreement or performer) should be made by Xavier check and not by a student to be reimbursed. Please submit the Student Organization Purchase Form for these purchases." The form includes a "Student Name" dropdown menu with the placeholder text "Start typing and wait for suggestions...". At the bottom, there is a question "Do you currently have a Zelle account?" with radio button options for "Yes" and "No".

Purchase Form

- Used to order items from **Amazon** or **office supplies** from Brown Enterprise Solutions.
- Used to **pay vendors**
 - Must have quote or a contract
 - Do not sign any contracts
 - Ask for a W-9 form (IRS) if we've never paid the vendor before (or if you're unsure)
- **Not used to hire students**
 - Students that are being hired (DJ, graphic design, etc.) have to be setup through student employment payroll. Contact Dustin to do this.

The screenshot shows a web form titled "Student Organization Purchase Form". At the top right, there are three buttons: "Edit", "Copy Link", and "Manage". Below the title is a section for "General Information".

General Information

Prior to completing this form, you will need either a quote or unsigned contract from a vendor for your purchase OR you will need a detailed shopping list for your purchase (if Amazon or Office Depot). For any purchase being made as a check to a vendor, you will likely need to upload a copy of their W-9 to this form.

The university has an account with Amazon and Office Depot that allows you to bill these purchases directly to your organization. Please allow 3-5 business days for purchases to arrive.

Student Organization *

Is this purchase request for a Club Sport or another student organization? *

Club Sport

All Other Student Organizations

Is this purchase request for either Amazon or office supplies? *

Amazon

Office supplies

Neither

Is this purchase request related to apparel, brand use or screenprint merchandise? *

Yes

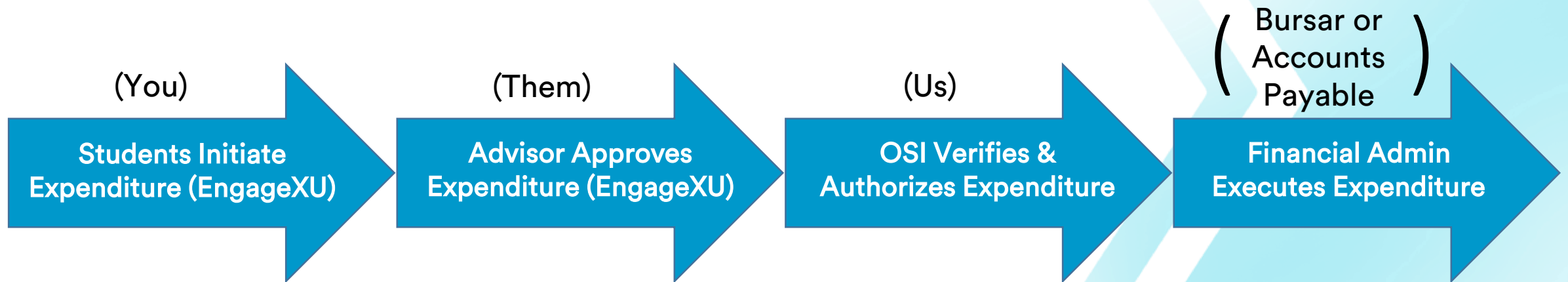
No

Purpose for purchase *

Please be detailed about the event/activity involving the purchase.

Workflow Approvals

The Office of Student Involvement staff serve as the Budget Administrators for all 81xxxx funds. The general financial approval workflow looks like this:



Payment Advance
Reimbursement (Zelle)
Pre-Spend Authorization
Purchase

Contract Signature Authority

- Students do not sign contracts on behalf of the university.
- Advisors may sign contracts for limited services such as space rentals, catering. Professional services such as equipment rental need to have a Certificate of Insurance on file with Risk Management prior to signing.
- Performers and speakers entering into contracts should be using either a Performance Agreement Form or Independent Contractor Form with the university. These forms need to be signed by Student Involvement (under \$5k), Student Affairs (\$5-10k) and possibly the Provost (\$10k+).
- Contact Student Involvement well in advance if you need to contract a performer or speaker.
- When in doubt, ask first. And please give us plenty of time to assist you. Contract review can move slowly.

Quick Summary

- Payment Advance – up to \$300 at a time on a Focus Blue Card, one advance per organization at a time
- Pre-Spend Authorization – if you are looking to spend more than \$300 of your own money, must be approved first before you spend
- Reimbursement (Zelle) – reimbursed through Zelle for any purchases under \$300
- Purchase Form – used to buy items from Amazon or Office Depot. Used for contracts, ICFs, and paying vendors

Scenario #1

- Your group is hosting an event on the yard with catering and yard games that you will need to purchase
 - How do you order the games and food?

Scenario #2

- Your group is hosting an event in Kennedy and you are bringing a guest speaker to campus.
 - What type of financial form would you need?

Scenario #3

- Your group needs to pay dues or an entry fee what form do you need to use?

Scenario #4

- Your group wants to order apparel?
 - What financial form needs to be used in order do this?

Scenario #5

- Your group is hosting a gala off-campus
 - How do you book the venue?
 - Does the venue have it's own catering or do you need to order that separately?
 - Do you need to book a DJ? If so, what form do you fill out?
 - What type of transportation do you need and how do you pay for that?



Thank you for attending!

Stop by and see us any time in Gallagher 210

