

Finance 101

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(she/her)

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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

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- Payment Metho...

- Status -

#	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	

Purchasing Definitions

- Xavier Buy – Xavier’s purchasing system – is used to process any type of order (ex. Amazon, Brown Enterprise Solution, Apparel, Photographers, DJs, Venues etc.). This does not include payments made to current students for services (DJ, graphic design, etc.).
- Purchase Order (P.O.) is a document issued by Xavier and sent to vendors with details of items to be purchased and it is a guarantee for payment to the vendor.
- Retrofit Order is used when a quote is not submitted in advance into XavierBuy and there is no existing purchase order issued for items or services. If an invoice is provided without a Purchase Order created then the vendor will not be paid for 60 days. This is a university practice and we have no way to expedite payment.
- Independent Contractor Form (ICF) is a contractual form used for an individual who does business with Xavier. Examples of an independent contractor may include: photographers, DJs, performers etc. An independent contractor may be a student or Xavier employee performing approved service outside of their role with the University and/or student organization.
- Focus Blue is a pre-loaded card like a visa gift card and can be loaded with up to \$300. Focus Blue cards may be used to purchase goods at point-of-sale locations such as Kroger, Target, Whole Foods, Meijer, etc.
- University Purchasing Card (Pcard) – University issues credit card – this can be requested through the purchase form for purchases like – dues, registration fees, travel, catering. One available in OSI.





Updated Spending & Purchasing Rules

- Student organizations must submit all purchasing requests at least 2 weeks in advance
- The university's finance department reviews all purchasing requisitions over \$500 once a week (anything entered into Xavier Buy)
- No reimbursements for purchases made from individual personal Amazon accounts
- Gift cards for event prizes
 - Individual gift cards \$50 or less
 - Total amount for a program \$500 or less



Updated Spending & Purchasing Rules

■ Thank You Gifts

- You may not purchase advisor thank you gifts or gifts for other university employees with student organization funds
- Student thank you gifts, including those for graduating seniors or officers, should not exceed a total of \$25
- Student organizations may not purchase regalia such as honor cords or stoles for graduating seniors with student org funds.
- Individual students should purchase their own regalia through Follett as the official commencement partner unless they are a chapter of a national organization that vends their own licensed regalia.



Updated Spending & Purchasing Rules

■ Apparel

- Maximum of \$35 per individual student
- Beyond \$35, students will need to contribute to the purchase
- Organizations can subsidize costs with students paying partial
- Purchases must be made through one of three companies

■ Equipment

- No equipment may be purchased or reimbursed, including:
 - Speaker systems, software, digital cameras lighting systems, sporting equipment, outdoor furnishings



Updated Spending & Purchasing Rules

- Deliveries & Pick-up

- Any items that were ordered through the purchase form that need picked up from OSI must be picked up within 48 hours of receiving the email from OSI

- P-Card requests must be made 2 weeks in advance – you can request to use the P-Card through the purchase form.

- P-Card cannot be taken out of OSI – there is only one available for Student Organization use

For more information on spending and purchasing please visit our website: xavier.edu/orgspending



Student Payment Advance Form

- Organizations can take out **one advance at a time**, up to \$300 in total. You will receive 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 Bursar's Office (Musketeer Mezzanine) 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**.

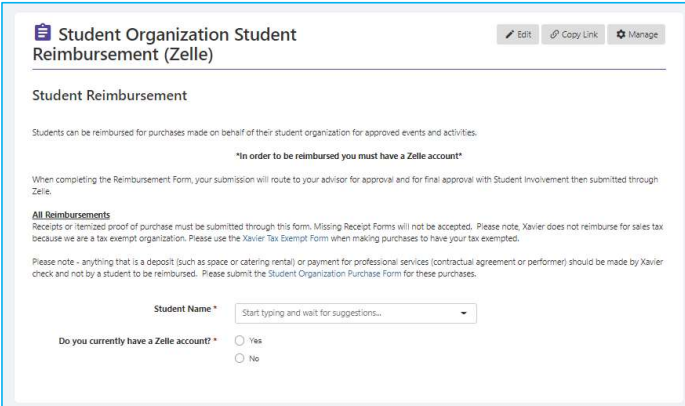
The logo for Xavier University is located on the left side of the slide. It features a large, stylized white 'X' on a dark blue background. Below the 'X' is the word 'XAVIER' in white, all-caps, sans-serif font. At the bottom of the logo are two yellow symbols: a plus sign and a multiplication sign.

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).
- If this form is not submitted and a student or advisor submits a reimbursement request for purchase over \$300 they will **not be reimbursed**. 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 eligible purchases made up to \$300. Amazon is not eligible.
- 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.
- Students and advisors **will not** be reimbursed for purchases made from Amazon or any apparel purchases.
- Advisors are reimbursed using the Advisor Reimbursement Form.

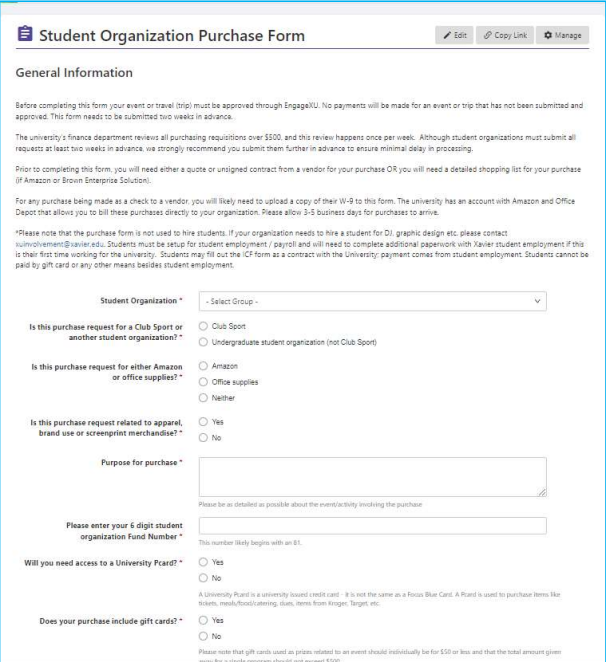


The screenshot shows a web form titled "Student Organization Student Reimbursement (Zelle)". At the top right are buttons for "Edit", "Copy Link", and "Manage". The form has a section titled "Student Reimbursement" with a sub-header "Students can be reimbursed for purchases made on behalf of their student organization for approved events and activities." Below this is a note: "In order to be reimbursed you must have a Zelle account". A paragraph explains the submission process: "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 for "All Reimbursements" with a note about receipts and itemized proof of purchase. A "Please note" section states that deposits or payments for professional services should be made by Xavier check, not by student reimbursement. At the bottom, there is a "Student Name" dropdown menu and a "Do you currently have a Zelle account?" question with "Yes" and "No" radio button options.



Purchase Form

- Must complete at least 2 weeks in advance
- Used to order items from **Amazon** or **office supplies** from Brown Enterprise Solutions.
- Used to **Request P-Card**
- 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 Ray to do this.



The screenshot shows the 'Student Organization Purchase Form' interface. At the top, there are tabs for 'Edit', 'Copy Link', and 'Manage'. The form is divided into sections with a 'General Information' header. Below this, there are several paragraphs of text providing instructions and disclaimers. The form includes several dropdown menus and radio button options for selection. The 'Student Organization' dropdown is currently set to '- Select Group -'. The 'Is this purchase request for a Club Sport or another student organization?' section has two radio buttons: 'Club Sport' and 'Undergraduate student organization (not Club Sport)'. The 'Is this purchase request for either Amazon or office supplies?' section has three radio buttons: 'Amazon', 'Office supplies', and 'Neither'. The 'Is this purchase request related to apparel, brand use or screenshot merchandise?' section has two radio buttons: 'Yes' and 'No'. The 'Purpose for purchase' section has a text input field. The 'Please enter your 6 digit student organization Fund Number' section has a text input field. The 'Will you need access to a University Pcard?' section has two radio buttons: 'Yes' and 'No'. The 'Does your purchase include gift cards?' section has two radio buttons: 'Yes' and 'No'. At the bottom, there is a small note about gift cards.

Student Organization Purchase Form [Edit] [Copy Link] [Manage]

General Information

Before completing this form your event or travel (trip) must be approved through EngageU. No payments will be made for an event or trip that has not been submitted and approved. This form needs to be submitted two weeks in advance.

The university's finance department reviews all purchasing requisitions over \$500, and this review happens once per week. Although student organizations must submit all requests at least two weeks in advance, we strongly recommend you submit them further in advance to ensure minimal delay in processing.

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 Brown Enterprise Solutions).

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.

*Please note that the purchase form is not used to hire students. If your organization needs to hire a student for DJ, graphic design etc. please contact involvement@xavier.edu. Students must be setup for student employment / payroll and will need to complete additional paperwork with Xavier student employment if this is their first time working for the university. Students may fill out the ICF form as a contract with the University; payment comes from student employment. Students cannot be paid by gift card or any other means besides student employment.

Student Organization *

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

☐ Club Sport

☐ Undergraduate student organization (not Club Sport)

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

☐ Amazon

☐ Office supplies

☐ Neither

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

☐ Yes

☐ No

Purpose for purchase *

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

Please enter your 6 digit student organization Fund Number *

This number likely begins with an 81.

Will you need access to a University Pcard? *

☐ Yes

☐ No

A University Pcard is a university issued credit card. It is not the same as a Focus Blue Card. A Pcard is used to purchase items like meals, travel, food/beverage, dues, fees from Amazon, Target, etc.

Does your purchase include gift cards? *

☐ Yes

☐ No

Please note that gift cards used as prizes related to an event should individually be for \$20 or less and that the total amount given away for a single event should not exceed \$500.

Purchase Forms Summary

- Purchase Form
 - **Must be** completed 2 weeks in advance
 - Use to order items from Amazon or office supplies from Brown
 - Used to request Pcard (university credit card not Focus Blue)
 - Students **cannot** be paid through this form
 - Used to pay vendors – must have quote or contract
 - Ex. Apparel, DJs, buses, catering etc.
- Student & Advisor Reimbursement (Zelle)
 - Used to reimburse students and advisors for purchases under \$300
 - Amazon is **not eligible**
 - Tax **will not** be reimbursed
 - Can be reimbursed for purchases over \$300 **if** Pre-Spend was filled out and approved
- Pre-Spend Authorization
 - For individuals who wish to spend \$300 or more of their own personal money. **Cannot** be reimbursed if this form is not filled out and approved.
- Payment Advance
 - Focus Blue Card from Bursar office – used to purchase goods from Kroger, Target, Walmart etc. – acts like a Visa gift card





Questions?

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