Student Financial Advising (SFA) presents:

**CLUB FINANCE 411**

Your comprehensive guide to student group spending
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Q & A Session Dates

• If you still have questions after reviewing Club Finance 411, please attend any of our SFA Q & A sessions:
  – September 17; 1:00 p.m. – 2:30 p.m.
  – September 21; 12:00 p.m. – 1:30 p.m.
  – October 22; 1:00 p.m. – 2:30 p.m.
  – November 17; 1:00 p.m. – 2:30 p.m.

All sessions will be held in Lerner 505L
Club Finance Quick Reference

• Review these critical policies and avoid any negative consequences later
• *This list is not all inclusive,* review Club Finance 411 in its entirety for more details and other important information
• You are responsible for following all policies within Club Finance 411
• You don’t need to memorize this! Club Finance 411 is online all year for your reference

You will be liable for payment of items purchased outside the approved purchasing mechanisms
You must obtain advisor approval via an FTF for every purchase

Check your financial reports monthly and report issues to SFA immediately

You will not be allowed to spend once you no longer have funds available
  - SFA publishes an overdraft report to advisors and governing boards weekly

Receipts/invoices that are not legible will not be paid
Club Finance Quick Reference

• If the vendor has not worked with Columbia before a W-9 must be submitted
  – Plan on the process taking an extra 1-2 weeks minimum
• Most purchases over $2500 require a purchase order
• Some financial transactions take 4-6 weeks, including those involving contracts
  – Always plan ahead and start early
• Students, advisors, and SFA can NEVER sign a document/contract on behalf of Columbia
  – Only the Purchasing Office has signatory authority for the University
Club Finance Quick Reference

• Out of pocket reimbursements are approved by exception only – you must obtain advisor and SFA approval prior to purchase or you may not be reimbursed

• Performance agreements can only be used for singers, dancers, musicians, models, actors and artists
  – Speakers are not considered a performer and can no longer use performance agreements for payment
  – You should never pay a performer from cash, out of pocket or from money raised – a check needs to be sent

• Promotional items must be purchased from vendors on the Approved Promotional Product Vendors list
  – Promo items purchased from unapproved vendors will not be paid or reimbursed

• Tips may never exceed 20%, even if it fits within the FTF. Average tip for delivery is 10-15%; average tip for service is 15-18%. 20% is only allowable for extraordinary service
• Group travel has requirements and deadlines; talk to your advisor well in advance of travel date
• Make use of the travel card when purchasing travel
  – To use the travel card you must make an appointment with SFA 1-2 weeks in advance of travel
• If you take out a travel advance you are personally liable for missing/misused funds and funds not accounted for by receipts
  – Your group may face serious consequences if you do not reconcile your travel advance in a timely manner
  – You cannot use a credit card to purchase items for which a travel advance was given
• You cannot drive (or drive other students in) your personal vehicle to group events, activities or on business due to liability
  – Vehicles must be rented through Hertz
Let’s Get Started!

Your Role as a Student Group Officer
When Can I Start Spending??

• Register your group on LionLink
  –  https://lionlink.columbia.edu/

• Complete Club Refuel Online Program

• Complete Club Finance 411 Assessment
  –  https://www.cc-seas.columbia.edu/studentlife/resources/clubfinancetraining

• Have enough funds in account to cover expense

• Have an advisor approved FTF
Group Officer Responsibilities

As a group officer you are expected to:

– Learn policies and procedures and seek support from your advisor and SFA if you are unclear or unsure
– Submit financial transactions to your group’s advisor for approval
– Advise and train your group’s members
– Pass the Club Finance 411 assessment
– Attend workshops throughout the year
– Promote fiscal responsibility
What is Fiscal Responsibility?

- My spending is in accordance with my group’s business purpose and leads to that strategic outcome
- My spending is necessary to accomplish that purpose
- I maintain files with copies of all expenditures and reconcile them monthly to financial reports; I report discrepancies to SFA
- I am not spending just because I have the funds; I eliminate wasteful spending and explore options for a fair price
- I have created budgets for all events for the year
- I am managing debt (I know who I still owe and how much)
- I review my financial status and funds remaining monthly
- I am balancing my group’s activities with those funds remaining
- I am creating a sustainable future through succession planning
- I am mindful of possible process improvements; checks and balances are in place
- I seek assistance from SFA and my advisor when appropriate
- I use other resources such as the List of Vendors That Accept FTF’s
- I am educated on and follow policies and procedures published here
- I teach and promote this to others
Fiscal Responsibility
Practical Questions to Ask

• Is the spending in accordance with my group’s business purpose?
• Is the spending necessary to accomplish that purpose?
• Am I tracking my funds available and balancing my group’s activities with those funds?
What is an FTF (Financial Transaction Form)?

- Used to request advisor approval to purchase goods/services or transfer funds between groups or university accounts
  - Electronic form in LionLink
  - Advisor reviews/approves electronically
  - After approval, print FTF and execute purchase
- FTF approval is necessary for **ALL** transactions
  - Submit FTF and all original receipts to SFA
  - Also keep copies in your files then reconcile to your monthly reports

ABC groups also need to obtain EAF (Event Approval Form) approval from ABC prior to submitting an FTF
Misuse of FTF Occurs When...

- An approved FTF is duplicated for an unapproved purchase
- An approved FTF is altered
  - Dollar amount, vendor, items
- Advisor’s approval is falsified
- Items are purchased for personal use
- Restricted items are purchased
When an FTF is Misused...

- **First Offense**: Written warning and group must reimburse funds to their governing board
- **Second Offense**: Suspension from spending ranging from 1 - 4 months
- **Third Offense**: Suspension from spending for two academic semesters

**Note**: Suspension length depends on severity and may also be subject to Dean’s Discipline
FTF Approval Workflow

Student in group identifies a need to purchase

Contacts group’s treasurer who approves the purchase

Treasurer submits EAF request to ABC for approval

Receives ABC approval

Treasurer submits FTF through LionLink to advisor for approval

Advisor approves; group executes purchase

ABC Groups

Non-ABC Groups
Reconciling Monthly Reports

- Identify and fix incorrect, duplicate charges
- Identify missing cosponsorships, allocations, ticket sales, and deposits
- Identify missing expenses
- True picture of where you stand financially
- Set up your group for future success

Bring any issues identified to SFA’s attention monthly
Reconciling Monthly Reports

Governing boards and advisors are now notified weekly of groups that have overdrawn on their account.

What happens if your group is in overdraft?

- Your advisor will no longer approve FTFs and all spending must cease.
- At year end your overdraft is paid by your governing board.
- Your group’s future allocations could be impacted.
- You should budget all events for the year to avoid overdraft and suddenly having to cease spending.
Changes in Position

• If a member of your group’s executive board changes position:
  – Update information in LionLink
  – Email information to advisor
  – Email: lionlink-help@columbia.edu

• If treasurer or president changes, in addition to above:
  – Alert SFA
  – New officer must pass Club Finance 411 Assessment before group spending can continue
Navigating LionLink
Where Do I Begin? With LionLink!

• Through using LionLink:
  – Treasurers and/or presidents can electronically submit Financial Transaction Forms (FTF’s) for advisor approval
  – You can manage club rosters
  – You can manage and advertise events
  – You can run elections
  – You have a social networking platform
Navigating LionLink

• Go to https://lionlink.columbia.edu/; click the Sign In Now box
Navigating LionLink

- Click the “Discover a New Organization” box
Navigating LionLink

- Enter the name of your group in the “Search” box and click “Go”; click on the link to your group once it appears
Navigating LionLink

• You must designate your president, vice president and treasurer by clicking on “Roster” so they have access to view monthly reports.
Navigating LionLink

- Click on “Manage Roster” to designate your positions
Navigating LionLink

• Click on “Edit Positions” to assign someone a role or “Invite People” to invite new members onto your roster
Navigating LionLink | Submitting an FTF

- To create an FTF, click on “Finance”
Navigating LionLink | Submitting an FTF

- Click on “Create Purchase Request”; complete required sections and submit
- Please see Appendix II for a tutorial on Creating an FTF
You should not rely on the balances from “Accounts” on the “Finance” tab.
LionLink does not connect to the Columbia accounting system.
Balances on the “Accounts” tab are not up to date.

Instead, please refer to the reports we download for you.
Navigating LionLink | Financial Reports

- Click on “Documents” to view monthly reports
Navigating LionLink | Financial Reports

- You will receive two reports each month; an “Account Detail” and a “Chartfield”; refer to the newest report by date
- Click on the download icon to view
• The “Account Detail” report shows every transaction for the year
• You can see the account, spending from allocation or revenue, vendor, description and amount (below is the left side of the Account Detail report)
• Account Detail report (cont’d)
• Reconcile your receipts to this report; report discrepancies to SFA
Navigating LionLink | Financial Reports

- Reports are downloaded directly from accounting system; signs are reversed
  - Positive numbers are debits/expenses, (negative) numbers are credits/income/revenue
• The “Chartfield” report shows your balance – see “Claim on Cash” row
• This number is true – the signs do not need to be reversed
• Balance is a **negative $3,857.19** – in overdraft!! Must stop spending immediately
• Other rows are a roll up by line item (i.e. all food supplies on one line) for the year
• Numbers must be reversed for all rows except Claim on Cash
The Nuts and Bolts of Purchasing

POLICIES

You must obtain advisor approval on an FTF for every purchase!
Exempt Purchase Certificate

• Columbia University is exempt from paying sales tax in certain states
  – Do **not** pay sales tax on purchases from vendors located in states that accept our Exempt Purchase Certificate (see Appendix I)
• What is an Exempt Purchase Certificate?
  – Validates Columbia’s exemption from sales tax
• Provide certificate to vendors at time of purchase
  – Contact vendor to inquire how to make online purchase
• What if a vendor doesn’t accept the form?
  – Columbia will not pay sales tax charged when they pay the vendor for the transaction
  – Vendors can contact SFA to validate purchase or certificate
Exempt Purchase Certificate
IRS Form W-9

• **New** vendors must submit the W-9 to be added into the Accounts Payable (AP) system for payment
  – Contact SFA to find out if W-9 is needed
  – Submit when being paid for the first time
  – Vendor completes the W-9
  – Must use the most recent version of the W-9 (currently dated December 2014)
• Must complete all sections
  – Name, type of business, addresses, SSN or TIN, signature and date
• Vendor Management validates new vendor
• See Appendix II to access form online
Invoices & Receipts

• To pay a vendor we must receive an official invoice
  – An invoice is a bill the vendor submits to Columbia requesting payment (i.e. after FTF used); they may give this to you or they may send the invoice directly to Columbia and only provide you with a receipt
  – If you are given an invoice it must include:
    • Invoice number and date
    • Vendor info (name, address, phone)
    • Addressed to Columbia University with our billing address
    • Itemization of purchase and amount due

• You must obtain a receipt for every purchase you make
  – Submit any original receipts or invoices you receive with the FTF to SFA
  – Keep copies in your files and reconcile against monthly reports
  – Receipts must show payment received, items purchased, name/contact info for vendor and date
  – If missing, please ask the vendor to add this info and sign the receipt

*Columbia Accounts Payable will not pay the vendor if any of the above is missing or illegible*
# Dinosaur Bar-B-Que

**INVOICE: 205684**  
**Date: 6/18/14**

**Cell Phone:** [Redacted]  
**Ship To:** Columbia University  
2920 Broadway  
Lerner Hall  
Room 401  
New York, NY 10027

**Bill To:** Columbia University  
2920 Broadway  
Lerner Hall  
Room 401  
New York, NY 10027

**Day of Event Phone Number:** (646) 696-8123

**Delivery Time Will Be Between 12:45 PM and 1:15 PM**

**Confirmation Date:**

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Event Time</th>
<th>People</th>
<th>Service Type</th>
<th>Meal Plan</th>
<th>Base Price</th>
<th>Basic Plan Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 6/20/2014</td>
<td>12:45 PM</td>
<td>13</td>
<td>Delivery</td>
<td>House</td>
<td>$14.95</td>
<td>$194.35</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>AddOn</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 gal Lemonade</td>
<td>1.00 ea</td>
<td>$25.00</td>
</tr>
<tr>
<td>1 gal Sweet Tea</td>
<td>1.00 ea</td>
<td>$20.00</td>
</tr>
<tr>
<td>Lg Order Fried Green Tomatoes</td>
<td>5.00 ea</td>
<td>$44.75</td>
</tr>
<tr>
<td>Half Chicken - 3 piece chic</td>
<td>6.25 ea</td>
<td>$0.00</td>
</tr>
<tr>
<td>Portobello Mushroom - NC - Included</td>
<td>1.00 ea</td>
<td>$0.00</td>
</tr>
<tr>
<td>St. Louis Cut Ribs</td>
<td>3.25 rack</td>
<td>$0.00</td>
</tr>
<tr>
<td>BBQ Brains w/Pork</td>
<td>1.00 ea</td>
<td>$0.00</td>
</tr>
<tr>
<td>Cole Slaw</td>
<td>2.00 ea</td>
<td>$20.00</td>
</tr>
<tr>
<td>Macaroni &amp; Cheese</td>
<td>1.00 ea</td>
<td>$0.00</td>
</tr>
<tr>
<td>Honey Hudy Condiments</td>
<td>13.00 ea</td>
<td>$0.00</td>
</tr>
<tr>
<td>Bbq Sauce</td>
<td>1.00 ea</td>
<td>$0.00</td>
</tr>
<tr>
<td>Plates, Knives, Forks, Napkins</td>
<td>13.00 ea</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Order Summary**

- Basic Plan Sub Total: $194.35
- Line Item Sub Total: $109.75
- Product Sub Total: $304.10
- *Administrative Fee: $30.41
- Sales Tax: $0.60
- Optional Gratuity: $20.00
- Invoice Sub Total: $354.51
- Deposit: $354.51
- Total Due: $354.51

**Customer Acceptance**

**MUST LEAVE INVOICE**

**Tax Exempt:** 127902

**Driver / Packer:** [Redacted]

**A mandatory administrative fee based on the service type is added to the invoice and is subject to applicable sales and similar taxes. This administrative fee is used to offset costs associated with the administration of the event and is not a gratuity or tip.**

**PLEASE BE ADVISED - SPLITTING ITEMS IS NOT RECOMMENDED AS PORTION SHORTAGES MAY RESULT.**

- Serving Rule - COLD Take-Out Foods
  1. Refrigerate within 1 hour of pick-up or purchase.
  2. Keep refrigerated at 40°F or below. Used within 24 hours.
  3. Serve with an internal temperature of 140°F.

- Serving Rule - HOT Take-Out Foods
  1. Use within 1 hour or maintain internal temperature of 165°F.
  2. Refrigerate any leftovers immediately and keep refrigerated at 40°F or below.
  3. Reheat to an internal temperature of at least 165°F.
Preparing Documents for Submission

• Must be prepared properly for scanning
  – If smaller than 8 ½” x 11”, tape (not staple) all documents to 8 ½” x 11” paper
  – Do not cover writing with tape (ink will fade and becomes illegible)
  – Do not highlight; use asterisks or circles instead
  – Cross out barcodes (they interfere with scanning)
  – Paper clip (not staple) all materials together
Can I Tip if it is Justified?

• Yes, if the group has enough funds available in their account and on the approved FTF to cover the tip

Tips must be reasonable
  – Up to 15% for deliveries
  – Up to 20% for services
  – The max should only be given for extraordinary service

• Scenario: Your bill totals $100 but your FTF was approved for $125. Can you leave the remaining $25 on the tip? No, that equates to a 25% tip!
$2,500 Purchases

Most items purchased that total more than $2,500 must be purchased through a purchase order (P. O.)

Check with SFA prior to purchasing if your purchase will be greater than $2,500
Promotional Items

- Must, without exception, be purchased from a vendor off the “Promotional Product Vendors” list – even for items not branded/without logo
- If you purchase promotional items from unapproved vendors you will be personally responsible for the expense

- Promotional products include anything branded using Columbia’s logo or non-branded without the logo that are given out or sold for a profit
  - Examples include **(this list is not all inclusive)**:
    - Trophies, t-shirts (and other apparel), uniforms, some costumes, banners, water bottles, fanny packs, wristbands, anything branded
- If total is $2500 or less:
  - Items should be purchased using your group or advisor’s P-Card
  - Items purchased by invoice (not P-Card) require a purchase order
- If you aren’t sure if something is a promotional item please check with SFA
- See Appendix II for Promotional Product Vendors list
You must obtain advisor approval on an FTF for every purchase!
How Can I Make a Purchase?

- Financial Transaction Form
- Purchase Directly from Vendor
- Purchase Order
- Petty Cash
- Travel Card
- Travel Advance
- Performance Agreement/Contract
- Internal Vendors
- Cosponsorship

Out of Pocket Reimbursement - by exception only
List of Vendors Who Accept FTF’s

Vendors on this list are only approved to accept FTF’s, other forms of payment may not be used.

- Advantages to using vendors who accept an FTF:
  - No money has to change hands at the time of purchase
  - Exempt Purchase Certificate already on file
  - Already familiar with billing processes
  - *Easier transactions!*
Purchase Directly from Vendor Using FTF

Tip: This is by far the easiest way to purchase and is strongly encouraged!

• You provide approved FTF to vendor in exchange for goods and/or services; no money changes hands
• For purchases in person, via phone, fax, or delivery
• Vendor provides goods/services immediately
• Exempt Purchase Certificate should be on file with vendor
  – Ensure vendor doesn’t charge sales tax
• Vendor provides original receipt (and maybe invoice) to you, submit this and FTF to SFA within 5 business days
  – Keep copies in your records for reconciliation
• Columbia initiates payment to vendor when SFA receives all required documents including official invoice
How Do I Do It?

Locate vendor from Vendor List

Treasurer submits FTF to advisor for approval

Obtain advisor approval; execute FTF

Vendor’s Location: Provide FTF to vendor and receive goods and services

Phone for Delivery:
Call vendor and arrange delivery explaining payment is via FTF, provide FTF to vendor at time of delivery

Submit receipts/invoices/FTF to SFA

Phone for Shipping:
Call vendor and arrange order explaining payment is via FTF, fax FTF to vendor
Purchase via Petty Cash

- Petty cash is a fund used to pay for cash transactions (debit or credit card purchases are not allowed); should be used as a last resort
  - As a reimbursement or advance of minor cash expenses of $50 or less, where there is no vendor who will take an FTF
- Must receive advisor and SFA approval prior to making purchase
- Cannot be used for purchases from vendors who accept FTF’s
- Must be used locally, not while traveling (in NYC only)
- Not allowed for all items: food eaten off campus, flowers, alcohol, and gifts are prohibited
- Requires 3 business days advance notice; funding is limited
- Must execute Exempt Purchase Certificate
- Receipts and remaining cash from advance must be submitted within 48 hours of purchase to SFA
  - Failure to do this may result in suspension from further use of petty cash, may impact your account and may result in discipline
Unable to locate a vendor who accepts FTF’s for a purchase of less than $50

Treasurer submits FTF to advisor and obtains approval

ADVANCE

Student brings FTF to SFA

SFA reviews request and grants funds within 3 business days

Student receives money, makes purchase with cash and returns receipts and leftover money within 48 hours

REIMBURSEMENT

Student pays for the purchase using their own cash (no credit or debit cards). Submits receipts and FTF to SFA

SFA reviews documents for compliance

Students can return to pick up funds in 3 business days
Performance Agreement

- This is an agreement/contract confirming the terms of service between Columbia and the entity that provides performance services.

**Performance agreements can only be used for singers, dancers, musicians, models, actors and artists**
- Can no longer be used for speakers, trainers, facilitators, consultants, graphic designers, DJ’s, photographers, etc. (see pages 64-68 for more information)

**Students/groups do not have authority to sign any contracts**
- Must be authorized by Purchasing (even if paying through an outside account and event is held off campus)

**You should never pay a performer from cash, from funds raised or out of pocket; you will not be reimbursed**

- How do I do it?
  - Treasurer submits FTF to advisor and obtains approval
  - Complete performance agreement with advisor (see Appendix II)
  - If new performer, also need to submit IRS Form W-9
  - Submit to SFA 15 business days in advance of payment (plus an additional 5 days if W-9 is submitted)
  - SFA obtains Purchasing approval and initiates payment

**Requires extra time for processing – start early!**
PERFORMANCE AGREEMENT
(individual only)

This agreement entered into on this __________ day of __________, 20___ between The Trustees of Columbia University in the City of New York on behalf of hereafter referred to as “Columbia”, and the actor/musician/band, hereafter referred to as “Artist.”

WHEREAS, the personal services of the Artist for the performance (“Services”) described below hereby accepts an engagement to present the following at venue and from the dates of the periods and at the salaries/fees stated in thereto.

Name of Artist: ____________________________

Phone: ____________________________ E-Mail: ____________________________

NOTE: Artist must contact Columbia University one (1) week prior to Date of Event and/or Performance to confirm appearance.

Number of Artist(s): 1

Name and Address of Place of Performance:

________________________________________________________

________________________________________________________

Date(s) of Event and/or Performance: ____________________________

Name of Event or Performance: ____________________________

Type of Performance (details):

________________________________________________________

________________________________________________________

Time(s) of Performance: ____________________________ (start, finish, performance length) ____________________________

Wage/Payment Agreed Upon: ____________________________

Deposit: ____________________________

Method of Payment: ____________________________ (in USD only)

NOTE: Payment Terms shall be Net 30 days unless otherwise noted herein.
Additional Terms:

1. This agreement may be revoked without cause by Columbia providing at least 45 days’ written notice to the Artist prior to the dates set forth of event and/or performance without any further financial obligations. Any deposits or prepayments made by the University to the Performer will be returned to the University if the Performer’s performance under this Agreement is canceled for any reason.

Columbia, its officers, employees and agents, and the Artist, its officers, employee and agents will not be responsible for any delay or failure in the performance resulting from any cause beyond their control, including without limitation, war, strikes, labor disputes, civil disturbances, fires, natural disasters, acts or regulations of public authorities, and acts of God.

If, in sole judgment of Columbia, it becomes necessary to cancel the performance to protect life or its property, or the property of others, then Columbia may do so without liability to the Artist.

2. In the event that the Artist does not fulfill the contracted engagement, which causes a cancellation of the performance, any and all monies paid to the Artist shall be returned to Columbia, except where the Artist’s failure to perform is caused by illness or other reason beyond control of the Artist. Columbia shall be entitled to compensation for any expenses reasonable and necessarily incurred in meeting requirements set forth in the contract.

3. The Artist shall neither assign, transfer, nor delegate any rights, obligations, or duties under this agreement without the prior written consent of Columbia.

4. Artist warrants that there exists no actual, potential or appearance of conflict between Artist’s family, businesses, or financial interest and Artist’s performance of the Services. Artist represents that it has not offered (and will not offer during the term of this Agreement) any compensation, reward, gift, favor, service, outside employment, reimbursement of expenses, loan, ownership interest, or anything else of monetary value, to any officer, employee, student, or faculty member of Columbia as an inducement to entering into or continuing under this Agreement. Artist will notify Columbia in writing of any change in conditions that might give the appearance of a conflict of interest. Artist will support and safeguard Columbia’s legitimate interests in any dealings with third parties.

5. Any notice to either party hereunder must be in writing signed by the party giving it and shall be deemed given when mailed postage prepaid by U.S. Postal Service first class, certified or express mail, or other overnight mail service, or hand delivered, when addressed as follows:

To Columbia:  


To Artist:

or to such other addressee as may be hereafter designated by written notice. All such notices shall be effective only when received by the addressee.

6. This agreement contains all the terms between the parties and may be amended only in writing signed by both parties.

7. Indemnity: Artist will indemnify, hold harmless and defend Columbia, its trustees, officers, faculty, students, agents, and employees against any and all damages, suits, actions, claims, liabilities, losses, judgments, costs and expenses arising out of or relating to (i) any personal or bodily injury (including death) or property damage caused by Artist’s negligent, willful, or unlawful acts or omissions or breach of this Agreement, (ii) breach of Artist’s confidentiality obligations, or (iii) an infringement or misappropriation of any third party intellectual property or proprietary rights (including without limitation any sheet music, lyrics or script as may be desired or required by Columbia) in performance of the Services. Columbia will provide prompt written notice to Artist of any claim that Artist is obligated to indemnify under the Agreement.

8. Artist is an independent contractor with respect to Columbia, and nothing in this Agreement constitutes the parties as partners, joint ventures, co-owners or otherwise as participants in a joint or common undertaking, or allow either party to create or assume any obligation on behalf of the other party for any purpose whatsoever. Neither Artist nor its employees or agents will be entitled to any benefits applicable to Columbia’s employees. Artist will be solely responsible for its compliance with all laws, regulations, and rules regarding employment of its personnel, and for any claims made by personnel or other individuals assigned by Artist to provide the Services, including any wages, benefits, workers’ compensation, health and unemployment insurance, and pension contributions.

9. The parties will make good faith efforts to resolve any dispute concerning this Agreement prior to commencing litigation. Columbia will not be deemed in breach of this Agreement for withholding any portion any portion of payment that Columbia is disputing in good faith. Columbia will, however, make prompt payment of any portion of an amount not under dispute.

10. The laws of the State of New York will govern all rights, duties, and obligations arising from or relating in any manner to this Agreement, without regard to conflict of laws principles. Any and all claims arising from or relating to this Agreement will be heard either in United States or New York State courts located in the City and County of New York.
11. Use of Name: Artist will not use the name, insignia, or symbols of Columbia, its faculties or departments, or any variations or combination thereof, or the name of any trustee, faculty member, other employee, or student of Columbia for any purpose whatsoever without Columbia’s prior written consent.

IN WITNESS WHEREOF, the parties have executed this Agreement under seal as of the date first above written.

"Artist"                      Trustees of Columbia University in the City of New York

Sign: ______________________  Sign: ______________________
Name: ______________________  Name: ______________________
Title: ______________________  Title: ______________________
Date: ______________________  Date: ______________________
*executed by Columbia Procurement Services only.*
Speakers, Panelists, Judges

- Payments of $250 or less to these individuals may be processed as honorarium under the following conditions:
  - Individual cannot be a student, employee or CU faculty
  - Individual does not require payment to participate (speaking fees need a contract and Purchase Order)
  - Individual may not negotiate the amount or ask for more (Purchase Order will be required)
  - Must be documented in writing; student emails individual:
    - “In acknowledgement for your participation in XXX activity we would like to provide you with an honorarium of $X. Please respond in writing to this correspondence that you accept this acknowledgement of your participation”
    - Vendor must respond in writing that they accept
  - Submit this written documentation with FTF, documentation of the event and a W9 (if new vendor)
- Payments of > $250 or that don’t conform to above requirements
  - Judges: Scope of Work, Purchase Order (SFA generates), Invoice
  - Speaker or panelist:
    - Scope of Work, Purchase Order (SFA generates), Invoice
    - If individual/sole proprietor, also need Independent Contractor Certification, resume, client list
    - If a company, need company’s brochure and client list
Other Common Contractual Purchases

- Listed below are the requirements for common contractual purchases that cannot use performance agreements
- **Facilitator, leader, DJ**
  - Scope of Work, Purchase Order (SFA generates), Invoice
  - If individual/sole proprietor, also need Independent Contractor Certification, resume, client list
  - If a company, need company’s brochure and client list
  - DJ will also require a Certificate of Insurance (COI)
- **Photographer/videographer**
  - Scope of Work, Purchase Order (SFA generates), Photography Rider, Invoice
  - Certificate of Insurance (COI)
  - If individual/sole proprietor, also need Independent Contractor Certification, resume, client list
  - If a company, need company’s brochure and client list
Other Common Contractual Purchases (Cont’d)

- **Video/Audio producers**
  - Scope of Work, Purchase Order (SFA generates), Invoice
  - If individual/sole proprietor, also need Independent Contractor Certification, resume, client list
  - If a company, need company’s brochure and client list
  - Certificate of Insurance (COI)

- **Announcer (radio, TV)**
  - Scope of Work, Purchase Order (SFA generates), Invoice
  - If individual/sole proprietor, Independent Contractor Certification, resume, client list
  - If a company, need company’s brochure and client list

- **Web administrator/designer**
  - Scope of Work, Purchase Order (SFA generates), Invoice
  - If individual/sole proprietor, also need Independent Contractor Certification, resume, client list
  - If a company, need company’s brochure and client list
• Trainers/coaches
  – Scope of Work, Purchase Order (SFA generates), Invoice
  – If individual/sole proprietor, also need Independent Contractor Certification, resume, client list
  – If a company, need company’s brochure and client list
• Graphic designers
  – Scope of Work, Purchase Order (SFA generates)
  – If individual/sole proprietor, also need Independent Contractor Certification, resume, client list
  – If a company, need company’s brochure and client list
• Consultants
  – Scope of Work, Purchase Order (SFA generates), Invoice
  – If individual/sole proprietor, also need Independent Contractor Certification, resume, client list
  – If a company, need company’s brochure and client list
  – Certificate of Insurance (COI)
A purchase order (P.O.) is a contractual document that protects Columbia’s interests and defines the terms and conditions of the purchase.

Most items over $2,500 require a P.O. – check with SFA.

Must be used for contracted services, speakers > $250, videographers, workshop facilitators and consultants, promotional items purchased through invoice (not P-Card), furniture, major equipment, etc. regardless of dollar amount.

How do I do it?
- Work with your advisor and SFA to identify a vendor.
- Obtain quote
  - If > $2500, must obtain two quotes, > $10,000, must obtain three quotes.
- Treasurer submits FTF to advisor for approval.
- Once approval is obtained, submit FTF and quote(s) to SFA.
- SFA executes purchase order process.

This process is lengthy; start early and allow plenty of time in advance of needing the goods/services being purchased.
Resources

- For the comprehensive purchasing guide visit: [http://finance.columbia.edu/purchasing-guide](http://finance.columbia.edu/purchasing-guide)
- Scope of Work
  - [http://finance.columbia.edu/files/gateway/content/purchasing/sow.pdf](http://finance.columbia.edu/files/gateway/content/purchasing/sow.pdf)
- Independent Contractor Certification
- Photography rider
  - [http://finance.columbia.edu/files/gateway/forms/Photography%20Rider%20November%202013.pdf](http://finance.columbia.edu/files/gateway/forms/Photography%20Rider%20November%202013.pdf)
- Invoice, Resume, Client List, Company Brochure and Certificate of Insurance are all obtained from vendor
Internal Vendors

• These are departments within Columbia that provide services for a fee
  – Facilities, Security, University Event Management, Printing Services, Catering
• Paid through internal transfer of funds directly from your group account into their account
• How do I do it?
  – Secure a quote from internal vendor in advance
  – Treasurer submits FTF to advisor and obtains approval
  – Submit FTF to internal vendor and SFA
  – The appropriate administrative department will perform an internal transfer/journal entry
  – Keep copies and reconcile to monthly reports
    • Important! Internal charges can often take groups by surprise
Cosponsorships

• When one Columbia group or department gives financial support to another group for an event or program
• Paid by internal transfer of funds directly between the accounts
  – Debit on account of group giving money
  – Credit on account of group receiving money
• How do I do it?
  – Group providing cosponsorship should give a written commitment
  – Group providing cosponsorship should submit FTF for advisor approval indicating they are the payer and list the group receiving the cosponsorship as the payee
  – Submit approved FTF to SFA and keep copy
  – SFA pays the cosponsorship through an internal transfer/journal entry
• Cosponsorships can be made with Barnard groups
  – Will be settled by check instead of internal transfer of funds
Out of Pocket Reimbursements

Out of pocket reimbursements will only be approved as a last resort under extreme circumstances where no other options are available.

You must always obtain advisor and SFA approval in advance of purchasing out of pocket!
- Last minute purchases due to failure to plan in advance do not qualify as extreme circumstances.

Only certain dollar amounts, items and individuals are eligible to receive reimbursements.
- Be safe, check with your advisor and SFA first!
- Must be a Columbia affiliate (student) to be considered. Outside parties, including parents, will not be considered for out of pocket reimbursements.
Other Options

If your purchase cannot be made through a vendor who accepts an FTF:

– Columbia also does business with thousands of vendors who don’t accept FTF’s but will invoice us
– We can still purchase through these vendors
– Let us help you find another purchasing option
  • See SFA or your advisor to pursue other options
General Processes
Cash Handling

• “Cash” handling refers to the following types of payment for goods/services
  – Coins, currency, checks, money orders
• Cash is revenue for your group from:
  – Bake sales, ticket sales, sales of promotional items
• Must deposit cash at SFA within 48 hours of receipt
• Deposited into group account; not a personal account
• Cannot be used to pay vendors directly (they must be paid via Columbia check for record)
• Request a cash bag/box from SFA to safeguard cash
• Build checks and balances into your process; one person shouldn’t handle cash alone
Cash Bag/Box

- Bag/box equipped with a lock to safeguard cash
- How do I do it?
  - Cash Bag/Box Request Form must be completed 3 days prior to event
  - Can request a “bank” with bag/box
    - Start up money for making change; must be returned
  - Must submit cash and completed Event Sales Report/Deposit Slip to SFA
    - Retain copies of all documentation supporting receipt of cash; checks and all documents sent to group
  - Return to SFA within 48 business hours
COLUMBIA COLLEGE | COLUMBIA ENGINEERING
Undergraduate Student Life

Cash Bag/Box Request Form

Date of Event: __________________________
Name of Event: __________________________
Organization Name: __________________________
ARC Project: __________________________
ARC Department: __________________________
ARC Initiative: __________________________
ARC Segment: __________________________

Cash Bag/Box Needed By*: __________________________

☐ Bag ☐ Box ☐ Bank $ __________________________

(Requested Bank Breakdown)

<table>
<thead>
<tr>
<th>Denomination</th>
<th>Qty</th>
<th>Subtotal</th>
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<tbody>
<tr>
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<tr>
<td>Other $</td>
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The following person will be responsible for the safety of the cash bag/box:

Individual Picking Up Bag (Print): __________________________
E-Mail Address: __________________________
Phone Number: __________________________
Signature: __________________________
Advisor’s Signature: __________________________

*CASH BAG/BOX REQUEST FORMS MUST BE SUBMITTED AS EARLY IN ADVANCE AS POSSIBLE (A MINIMUM OF 3 DAYS IN ADVANCE) TO ENSURE THAT BAGS/BOXES/BANK ARE AVAILABLE.
Event Sales Report/Deposit Slip

Date of Deposit: 
Date of Event: 
Name of Event: 

Organization Name: 
Department: 4560 Project: AG00

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Item Sold or Deposit Received</th>
<th>Price per Unit (if applicable)</th>
<th>Total Units Sold (if applicable)</th>
<th>Total Collected</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

(A) Total Collected: $ 

Denomination | Quantity | Total
$100.00     | x        | $ 
$50.00      | x        | $ 
$20.00      | x        | $ 
$10.00      | x        | $ 
$5.00       | x        | $ 
$1.00       | x        | $ 
$0.25       | x        | $ 
$0.10       | x        | $ 
$0.05       | x        | $ 
$0.01       | x        | $ 

Misc. Coins | x | $ 
Checks | x | $ 

Subtotal: $ 
Total Bank Retained: $ 
(B) Total Deposit (Subtotal Less Total Bank): $ 

Primary Representative (Print): 
Primary Representative’s Signature:
Secondary Representative’s Signature:
Administrative Signature:

Administrative signature and primary representative acknowledge cash received in the amount of: 
Total Cash Received: Date Received: 
## Gifts/Prizes/Giveaways

<table>
<thead>
<tr>
<th>Types of Gifts/Prizes/Giveaways</th>
<th>Recipient Info Needed</th>
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</thead>
<tbody>
<tr>
<td>Non-Cash gifts/prizes/giveaways valued at less than $100 for the year</td>
<td>Name</td>
</tr>
<tr>
<td>Non-Cash gifts/prizes/giveaways valued at $100 or more for the year</td>
<td>Name</td>
</tr>
<tr>
<td>Cash/Cash equivalent gifts/prizes/giveaways of any value</td>
<td>Name</td>
</tr>
</tbody>
</table>

- Gifts/prizes/giveaways totaling $600 or more during a year must be reported to the IRS and may be taxable for non-employees including students.
- Must identify gift recipient and complete Gift/Prize/Give-Away Recipient Form (and W-9 if applicable) **prior** to purchasing gift/prize/giveaway
  - Exception: If recipient cannot be identified until the event occurs the Gift/Prize/Give-Away Recipient Form must be completed at the event.
- Gifts/prizes/giveaways cannot be purchased via out of pocket funds or petty cash.
COLUMBIA COLLEGE | COLUMBIA ENGINEERING

Undergraduate Student Life

Gift/Prize/Give-Away Recipient Form

This form must be completed and submitted with the corresponding FIT to your group’s Advisor, for review and approval, before the item can be purchased. If the information about the Gift/Prize/Give-Away recipient is not known prior to the event, the gift will have to be purchased and distributed after the event occurs.

Group Name: ___________________________  Event Name: ___________________________
ARC Dept: ___________________________  ARC Initiative: ___________________________

Gift Information:

- Gift Type (Select One): □ Cash/Cash Equivalent (Check or Gift Card/Certificate) □ Non-Cash

Gift Won:

- Gift Value: $ ___________________________

Documentation Required:

Scenario #1:
If the gift/prize/give-away is either Cash/Cash Equivalent (Check or Gift Card/Certificate) of any value or Non-Cash Valued at over $100, please have the gift recipient complete a W-9 form and submit with this form.

Scenario #2:
If the gift/prize/give-away is a Non-Cash Prize Valued at less than $100, please complete the section below:

Recipient Name: ___________________________
Street Address: ___________________________
City, State & Zip Code: ___________________________

If Gift Recipient is not Known Prior to Event, please Complete, Remove and Keep this Section Below for Distribution of Gift to Recipient After Purchase is Made

Recipient Name: ___________________________
Gift Won & Value: ___________________________
Phone Number: ___________________________
E-Mail Address: ___________________________

Note: Gifts to non-employees are taxable if you receive $600 or more in value during one year.
Partisan Events/Activities

• Work closely with advisor
  – Share event details

• Guidelines:
  – Sales tax exemption for goods/services will not apply; partisan activities include tax
  – Columbia funds (allocations or cosponsorships) cannot be used
  – You may fundraise for partisan activities, however, fundraising on behalf of any political candidate is not permitted
  – Communications from Columbia email and addresses must have a clear statement that the communication represents the personal position of the author/student and not the views of Columbia
Travel Finance
Travel Card

• SFA holds a travel card that may be used for some travel expenses outside NYC for group business
• SFA is the card holder – the card is never given out
  – Must meet with SFA to make purchases
• Good for individuals or group travel
• Travel card may also be used to pay travel expenses for bringing a speaker/performer to Columbia on group business
• Groups should always attempt to use the travel card before any other means of purchasing travel
• If the travel card cannot be used STA Travel accepts FTF’s and should be used
Travel Card

• Allowable purchases:
  – Airfare/rail/bus (to and from destination only – not locally)
  – Lodging (room and tax only)
  – Conference registrations
  – Conference room rentals and equipment charges (Associated contracts must be approved by Purchasing prior to deposit)

• Travel card cannot be used for:
  – Food
  – Items charged to hotel room (food, movies, parking, etc.)
    • Restricted purchases may result in card loss for all groups
  – Local transportation, metro cards (i.e. cab fare, bus)
How Do I Do It?

- Traveler(s) should research trip in advance
  - Determine dates and times of travel
  - Locate flight number(s) that work with schedule
  - Locate place of lodging
  - If a conference, determine registration fee
  - Ensure reservations are within your budget
- Speak to treasurer about budget for your travel
- Treasurer submits FTF to advisor and obtains approval
- Travelers must register their trip online through Undergraduate Student Life’s Student Travel Form at: https://www.cc-seas.columbia.edu/studentlife/studenttravel/form
How Do I Do It?

- When all the above is completed and you are ready to make reservations online, contact SFA

  You must make an appointment in advance
  - Appointments can take more than an hour so walk-ins cannot be accommodated
  - SFA has a limited number of appointments available
  - Appointment should be two weeks prior to travel
  - Appointments will not be booked if the travelers have not all registered their trip with the Student Travel Form

Plan ahead and make your appointment early!
Travel Advance

• For travel expenses that cannot be placed on the travel card (i.e. dining, local transport) you may request a travel advance

• Some travel expenses that are not eligible:
  – Snacks, entertainment, loss/theft of money/tickets, etc.
  – See full list of expenses not eligible at
    • http://finance.columbia.edu/content/non-reimbursable-expenses
Travel Advance Policy

- Recipient is personally liable and takes responsibility if funds are missing or misused
  - You are strongly advised against distributing portions of advance to others
- Cannot use credit cards to make purchases for which the advance was issued (cash and debit card only)
- Must return unused funds not accounted for by receipts
Travel Advance

• Submit a budget, FTF, and Travel Advance Detailed Request Form to treasurer and advisor for approval
• Only one advance per group at any given time
• Must be a Columbia student to receive an advance
• Must be requested 15 business days in advance of need
  – 20 days if you have never been reimbursed (submit W-9)
• Student must sit with a financial advisor in SFA to review and sign Travel Advance Policy
Travel Advance

- Travel advances are paid out in the form of a check or direct deposit to requestor.

**Caution:** Use the funds to pay for only the expenses approved on the Travel Advance Detailed Request Form.

- Exempt Purchase Certificate must be executed.

**Caution:** Cannot use credit card to make purchases.

- Must use cash or debit card ONLY.
Travel Advance

• Maximum Allowances:
  – Lodging – $350/night; $400 for international
  – Meals (excluding tips and tax):
    • Breakfast $25
    • Lunch $35
    • Dinner $50
  – Tipping if justified:
    • 10-15% on deliveries
    • 15-18% average on service; 20% when extraordinary

Never more than 20% (even if FTF has funds available)
Travel Advance Reconciliation

- After travel, your advance must still be reconciled
- Advance holder submits a Travel and Business Expense Report form (TBER)
- Submit all documentation to SFA within 5 business days after returning
  - Debit card statement showing transaction in name of advance holder
    - Card used must belong to advance holder
  - Must provide legitimate, legible and itemized receipts to SFA
- You are responsible for paying the balance of the advance total missing, misused or not accounted for by receipts to SFA by cash or check

**If you do not reconcile your advance in a timely manner your group may:**
- Face group adjudication
- Not be able to receive future advances
- Face penalties from your board
- Have a freeze on your spending account for all types of spending
How Do I Do It?

REQUEST

Unable to use Travel Card or locate a vendor who accepts FTF’s; purchase is over $50

Treasurer & requestor submit FTF & Travel Advance Request Form for advisor approval

Review Travel Advance Policy with SFA

SFA reviews and processes advance request

Payment generated, mailed to student and cashed or deposited into student’s bank account

RECONCILIATION

Student makes purchases using either cash or debit card

Student completes Travel and Business Expense Reimbursement Form (TBER)

Student submits TBER, receipts, debit card statement, and unused funds to SFA
Columbia College | Columbia Engineering

Undergraduate Student Life:

Cash/Travel Advance Detailed Request Form

Date Submitted:
Organization Name:
Name of Event:
Date of Event: _____________________________ Advance Amount Requested: $________

Describe Use of Advance:


Will the advance be distributed to other members for purchases? ☐ Yes ☐ No
Have you utilized other funding before applying for an advance? ☐ Yes ☐ No
If yes, list all:

Cash/Travel Advance Holder

The following person will be responsible for the safety of the cash/travel advance and return of the advance. If funds from the advance are distributed to other members of the group, the advance holder is responsible for obtaining all receipts and returning funds. The advance must be reconciled with your Student Financial Advising within 3 business days after returning from trip or 10 business days after receipt for non-travel.

Name (Print): ____________________________
Signature: ______________________________
UNIE-Mail Address: ______________________

Authorization

Advisor Signature of Authorization: ______________________________
Treasurer Signature of Authorization: ______________________________
Note: Both Signatures Are Required

Office Use Only

Received On: ____________________________
Reconciliation Due Date: ____________________
Cash/Travel Advance Policy Signed ☐ Yes ☐ No
COLUMBIA COLLEGE  COLUMBIA ENGINEERING
Undergraduate Student Life

Cash/Travel Advance Policy

1. The treasurer of each student organization must pass the Club Finance 411 assessment online and fulfill the requirements of Club Refund prior to requesting a Cash/Travel Advance.

2. No funds will be granted without advisor’s approval on an FTC and a Cash/Travel Advance Detailed Request Form (ABC groups must first submit an Event Approved Form for preliminary authorization prior to submitting a Cash/Travel Advance Detailed Request Form to your advisor). The organization’s advisor will assess the request and determine the dollar amount of the advance, not to exceed $1,500.

3. Each student organization is only permitted to have one open cash/travel advance at any given time. The outstanding advance must be reconciled before another new one will be approved.

4. All cash/travel advance requests must be submitted to Student Financial Advising at least (10) business days prior to the date the funds are needed. [Please note. Please allow additional time if the individual is not already in the vendor system and is submitting a W9—allow 3-4 weeks].

5. These funds are to be used only for the purpose listed on the Cash/Travel Advance Detailed Request Form and in accordance with Columbia University and governing board Student Financial Advising policies and procedures.

6. Columbia University is tax exempt. A Tax Exemption Certificate, available in LocalLink, must be used for all purchases that would otherwise incur sales tax. Any payment of taxes from which Columbia is exempt will be deducted from the value of the receipts, and the advance holder will be responsible for returning those funds.

It is Your Responsibility to Reconcile Your Advance:

1. The advance must be submitted and reconciled with the Student Financial Advising Team within (5) business days after returning from a trip or (10) business days after receipt of funds, for non-travel.

2. All expenditures must be documented by providing Student Financial Advising with:
   - Invoices showing a detail of all items purchased.
   - Receipts showing payment for goods/services in cash.
   - Receipts containing all relevant vendor information (vendor name, address, phone number).
   - Under no circumstances can the advance be used to pay individuals for performances, services considered or any other services that should be paid by contract and University check.
   - Funds can be used only for the purpose listed on the Cash/Travel Advance Detailed Request Form.

Failure to reconcile:

Failure to reconcile your advance with Student Financial Advising within the given timelines will result in:

- A freeze on the organization’s account preventing all forms of spending.
- Investigation by the organization’s advisor and Student Financial Advising and possible referral to group adjudication.
- Loss of the privilege to request and receive future advances for at least (1) academic year.
- Other consequences as determined by your governing board.

Your signature on the Cash/Travel Advance Detailed Request Form acknowledges you have read and understand the policy as written above. A copy of this agreement will be kept on file.
# Travel & Business Expense Report

**Expense Type:**

- [ ] Travel Expenses
- [ ] Business Expenses

**Description of Expense:**

- **Name:** [ ]
- **Date:** [ ]
- **Total Amount:** [ ]
- **Reason:** [ ]

## Expense Details

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<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
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</tr>
</tbody>
</table>

## Advance Request

- **Name:** [ ]
- **Date:** [ ]
- **Amount:** [ ]

## Receipts

- **Name:** [ ]
- **Date:** [ ]
- **Amount:** [ ]

## Application for Reimbursement

- **Name:** [ ]
- **Date:** [ ]
- **Amount:** [ ]

## Total

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
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</tbody>
</table>

**Total Amount:** [ ]
General Travel Guidelines

• Also refer to the Student Travel page at:
  – https://www.cc-seas.columbia.edu/studentlife/studenttravel

• Domestic travel – meet with your advisor one to two months prior to departure date to discuss:
  – Business purpose, expectations, mode of travel, how expenses will be covered, necessary documents, and representing Columbia
  – Students who travel outside NYC on Columbia supported travel (even day trips) must submit Student Travel Form regardless of where traveling
    • https://www.cc-seas.columbia.edu/studentlife/studenttravel/form
    • Columbia supported travel applies if Columbia funds or services are used to pay for some aspect of trip (food, transportation, conference fees, lodging, etc.) or if student is traveling in the name of Columbia as part of a student group
    • See Student Travel page if under 18
International Travel

• Requires several months of planning
• Do your research in advance
  – Destination, business purpose, number traveling, budget, visa requirements, travel alerts and warnings, itinerary and vaccinations
• Meet with advisor three months in advance of departure
• Submit Student Travel Form
• Failure to meet these timeframes may result in your trip not being approved
Travel by Vehicle

• Use of personal vehicles is never allowed
  - Students are not allowed to drive their personal vehicle to group events, activities or on business due to the risk factors and liability, even if traveling alone
  - Students are not permitted to drive other students in their personal vehicle to group events, activities or on business
    – Must rent a vehicle (from Hertz) or use public transportation
  - Expenses associated with personal vehicle use will not be reimbursed
Travel by Vehicle

• Vehicle rentals
  – Hertz is the preferred vendor for car rentals and must be used
    • For Hertz information, go to: http://finance.columbia.edu/content/travel-services-car-rentals
  – Age requirements may apply to class/type of vehicle
  – The Loss Damage Waiver (LDW) does not need to be purchased from Hertz because it is already included if the rental is for student group business travel while in the US and the CDP number is referenced on the reservation (CDP #254158)
  – You cannot use vendors other than Hertz unless their rental agreement and insurance is first approved by Purchasing; this will be a lengthy process so plan far in advance!
  – How do I do it?
    • Call (800) 654-3131 to make a Hertz reservation and reference the CDP # above
    • Notify SFA of your reservation so we can confirm it is being charged onto our Columbia account
  – Bus rentals must have agreements that are submitted to and approved by Risk Management
Appendix I

States That Accept Columbia’s Exempt Purchase Certificate

- Idaho
- Illinois
- Kansas
- Maine
- Massachusetts
- Minnesota
- New Jersey
- New York
- Pennsylvania
- Rhode Island
- South Carolina
- Tennessee
- Vermont
- Virginia
- Wisconsin
- Wyoming
Appendix II

Links to Forms

• IRS Form W-9 for vendors to complete

• The documents below can be found by going into LionLink:
  – Click on the “Organizations” tab from the menu
  – Enter “Student Financial Advising” in the search box, click on Go
  – Click on the link for Student Financial Advising when it appears
  – Click on the “Documents” tab
  – Scan through the documents for the one you need
    • Cash Bag/Box Request Form
    • Creating an FTF Tutorial
    • Event Sales Report/Deposit Slip
    • Gift/Prize/Give-Away Form
    • Performance Agreements (company, individual(s))
    • Promotional Product Vendors list
    • Tax Exemption Certificate
    • Travel and Business Expense Report Form (TBER)
    • Travel Advance Detailed Request Form
    • Travel Advance Policy
    • Vendors Who Accept FTF’s
    • W9 completed for Columbia
Student Financial Advising
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