Student Financial Advising (SFA) presents:

CLUB FINANCE

Your comprehensive guide to student group spending
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Club Finance Quick Reference

• Review these critical policies and avoid any negative consequences later
• *This list is not all inclusive*, review Club Finance in its entirety for more details and other important information
• You are responsible for following all policies within Club Finance
• You don’t need to memorize this! Club Finance 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
  - Many groups must also first obtain approval from their governing board rep
Check your financial reports monthly or even weekly
  - Discrepancies? 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
  - Caveat- If you are anticipating funds from JCCC, CIF, or any other funds that will soon be deposited into your account, you may seek governing board and Advisor approval to temporarily go into overdraft
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
Out of pocket reimbursements are approved by exception only

- You must obtain both Advisor and SFA approval prior to purchase or you will not be reimbursed.

Performance agreements can only be used for singers, dancers, musicians, models, actors, artists, and DJs!

- 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 must 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.
Club Finance Quick Reference

• Group travel has requirements and deadlines; talk to your advisor well in advance of travel date
• Always make use of the travel card when purchasing travel
  o To use the travel card you must make an appointment with SFA 1-2 weeks in advance
• If you take out a travel advance, you are personally liable for missing/misused funds and funds not accounted for by receipts
  o Your group may face serious consequences if you do not reconcile your travel advance in a timely manner
  o 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
  o Vehicles must be rented through Hertz
Ready, set...
When Can I Start Spending?

• Are you a new group? Check to ensure your Adviser has registered your group in LionLink
  o https://lionlink.columbia.edu/
• Complete Club Refuel Online Program
  o https://www.cc-seas.columbia.edu/ClubReFuel
• Complete Student Organization Assessment
  o https://www.cc-seas.columbia.edu/SFA_Quiz
  o Have an advisor-approved FTF
Group Officer Responsibilities

• As a group officer you are expected to:
  o Learn policies and procedures surrounding club finance
    • Please seek support from your advisor and SFA if you are unclear or unsure
  o For those seeking access to the Finance tab in LionLink, they should complete all three steps of Club Refuel
    1. Review the information on the Club ReFuel tab found on the Resources for Students and pass the online quiz for student organizations
    2. Attend a Sexual Violence Response (SVR) training session to comply with the NY state law Enough is Enough
    3. Meet with your Adviser
      a. Not sure who your adviser is? A full list of advisers can be found here.
  o Completed all 3 steps? Great! Now you can submit FTFs on behalf of your group for approval from your governing board rep and/or your group’s advisor
  o Attend workshops throughout the year
  o Promote fiscal responsibility
Changes in Position

• Are you or a member of your group’s executive board changing position?
  o Steps you should take:
    1. Alert your Adviser and/or email engagement@columbia.edu
    2. Update information in LionLink
    3. Email information to advisor
    4. Aid in the transitional process if you are the one stepping down

• If treasurer or president changes, in addition to above:
  1. Alert SFA
  2. New officer must complete Club Refuel and pass Student Organization Assessment before group spending can continue
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
  - 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 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
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?
A Financial Transaction Form (FTF) is:

- 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

*Note: For ABC groups, an EAF (Event Approval Form) has been replaced with governing board approval in LionLink*
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
  - i.e. Alcoholic beverages, gift cards, greeting cards, flowers, fruit baskets, personal items
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*
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 (OD)?

- *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 heavily impacted, depending on the circumstances surrounding the OD.
- You should budget all events for the year to avoid overdraft and suddenly having to cease spending.
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
Navigating LionLink

Financial Reports:
- 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…
Financial Reports:

- I send the councils and governing boards weekly fund balance reports for all the groups. The report shows every transaction for the year.
- Our office can also run a Trial Balance Report, to determine your year-to-date fiscal year account activity.
  - You can see the account, spending from allocation or revenue, vendor, description, and amount (below is the left side of the Account Detail report).

Right side of Account Detail report
Navigating LionLink | Financial Reports

- Reports are downloaded directly from accounting system
- **NOTE:** Signs are reversed!
  - Positive numbers are debits/expenses, (negative) numbers are credits/income/revenue
The Nuts and Bolts of Purchasing

The term you all know and love: 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 (next slide)
- 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
Tax Exempt States

- Idaho
- Illinois
- Kansas
- Maine
- Massachusetts
- Minnesota
- New Jersey
- New York
- Pennsylvania
- Rhode Island
- South Carolina
- Tennessee
- Vermont
- Virginia
- Wisconsin
- Wyoming
Setting up a New Vendor

• Are you using a vendor and not sure if they’re in our system?
  o Ask SFA!

• If they are not in the system, setting up a new vendor record can be the lengthiest process
  o It requires the vendor’s responsiveness
  o Vendor will need to complete a questionnaire
    • Emails sometimes wind up in the vendor’s spam mail
  o New vendors must also upload a W-9 to EDM, the Finance Gateway
    • Contact SFA to find out if W-9 is needed
    • Must use the most recent version of the W-9 (currently dated December 2014)

• Once questionnaire and W-9 are submitted, Vendor Management (VM) validates new vendor

• See our handy Vendor FAQ sheet
IRS Form W-9

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

W-9

Form Transmission (2019)

Department of the Treasury

Internal Revenue Service

Form W-9

[Image of the IRS Form W-9]

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 such as legislation enacted after its release is available at www.irs.gov.

Purpose of Form

The recipient or entity shown on line 1 is required to report the information returned in this form to the IRS and provide your correct name and taxpayer identification number (SSN), or other employer identification number (EIN), on your records. The recipient must use a unique identification number assigned to you for filing federal income tax returns. For more information, see page 1.

Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividend income, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (e.g., trust, estate); and
4. The FATCA code entered on this form (if any) indicates that I am exempt from FATCA reporting in clause (10).

Certification instructions. You must check item 2 above if you have been notified by the IRS that you are currently subject to backup withholding and have failed to report all interest or dividend income. For more information, see page 1.

Sign Here

Name: ____________________________

Signature: _________________________

Date: _____________________________

Form W-9 (Rev. 1.2.2019C)

Form W-9

Cat. No. 19231-1
Invoices & Receipts

• **What do we need to pay a vendor?**
  - 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
  - **Your invoice 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
    - *Note: If missing, please ask the vendor to add this info and sign the receipt*

• **You must obtain an itemized receipt for every purchase you make**
  - Submit any original receipts/invoices you receive along 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

  *Columbia Accounts Payable will not pay the vendor if any of the above is missing or illegible*
Itemized Charges

Deliver 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>

Hot

- Iced Lemonade: $25.00
- Iced Tea: $20.00
- LG Order Fried Green Tomatoes: $44.75
- Half Chicken: $0.00
- Portobello Mushroom: $0.00
- St. Louis Cut Ribs: $0.00
- BBQ Brats w/Pork: $0.00
- Coleslaw: $20.00
- Macaroni & Cheese: $0.00
- Hensy Hash: $0.00
- Bottle Sauce: $0.00
- Plates, Knives, Forks, Napkins: $0.00

Order Summary:
- Basic Plan Sub Total: $194.35
- Line Item Sub Total: $109.75
- Product Sub Total: $504.10
- *Administrative Fee: $30.41
- Sales Tax: $0.00
- Optional Gratuity: $20.00
- Invoice Sub Total: $354.51
- Deposit: $354.51

Customer Acceptance

MUST LEAVE INVOICE

Driver / Packer

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.
Invoices & Receipts

Can you tell us why this is an example of a bad invoice?
Preparing Documents for Submission

• Fairly intuitive process
• Our team must be able to scan these documents, which means they need to be readable and in scannable shape when submitting
• Rules of thumb
  o If smaller than 8 ½” x 11”, tape (no staples) all documents to 8 ½” x 11” paper
  o Do not cover writing with tape (ink will fade and becomes illegible)
  o Do not highlight; use asterisks or circles instead
  o Cross out barcodes (they interfere with scanning)
  o 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 total bill + a tip

Tips must be reasonable!!
  o This is a Columbia University *policy* you must adhere to
  o Up to 15% for deliveries
  o Up to 20% for services
  o This 20% 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 or > Purchases

• Most items purchased that total more than $2,500 must be purchased through a purchase order (P. O.)
  o ALWAYS check with SFA prior to purchasing if your purchase will be greater than $2,500

• What if your purchase is less than $2,500?
  o If the vendor is one that accepts an FTF as payment, you should always opt for this method above all.
  o If not, find out if the vendor is willing to invoice us, and we can send check payment
  o Alternatively, you may be able to purchase with a P-card
    • Via either a student P-card or your Advisor’s P-card
    • Note: There are thresholds on P-card purchases as well
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 (i.e. P-Card was not used) requires a purchase order (PO)

- If you aren’t sure if something is a promotional item please check with SFA
  - Refer to handout
List of Vendors Who Accept FTFs

Vendors on this list are only approved to accept FTFs

*Important*: Other forms of payment may **not** be used

• Advantages to using vendors who accept an FTF:
  o No money has to change hands at the time of purchase
  o Exempt Purchase Certificate already on file with businesses
  o Already familiar with billing processes
  o *Easier and more seamless transactions!*

• *We continuously work to keep this list updated!*
Purchase Directly from Vendor Using FTF

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

**Step-by-Step Process**

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

1. Locate vendor from Vendor List
2. Treasurer submits FTF to advisor for approval
3. Obtain advisor approval; execute FTF
4. Vendor’s Location: Provide FTF to vendor and receive goods and services
5. Phone for Delivery: Call vendor and arrange delivery explaining payment is via FTF, provide FTF to vendor at time of delivery
6. Phone for Shipping: Call vendor and arrange order explaining payment is via FTF, fax FTF to vendor
7. Submit receipts/invoices/FTF to SFA
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 (in NYC only)
- Not allowed for all items: food eaten off campus, flowers, alcohol, and gifts are prohibited
- Requires 3 business days advance notice as 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 result in discipline
Performance Agreements

• 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, artists, and DJ’s**
  
  o Can no longer be used for speakers, trainers, facilitators, consultants, graphic designers, photographers, etc. (see pages 64-68 for more information)

• **Students/groups do not have authority to sign any contracts**
  
  o 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**
  
  o You will not be reimbursed

• **Requires extra time for processing – please start early!**
Performance Agreements

How to Complete a Performance Agreement

• Treasurer submits FTF to advisor and obtains approval
  o Approval to come from governing board (if applicable) & Adviser
• Complete performance agreement with advisor
  o Artist must physically sign the performance agreement
• If new performer, also need to submit IRS Form W-9
• The completed and signed performance agreement and the approved FTF is to be submitted to SFA (Lerner 510) within 15 business days in advance of payment
• SFA obtains Purchasing approval
  o If vendor record already created, SFA initiates payment once contract has been executed
  o If artist is not set up as a vendor, they must first go through that process before payment can be initiated
What does a Performance Agreement look like?

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 the actor/musician/band, hereafter referred to as "Columbia", and the one 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
What does a Performance Agreement look like?

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”

Sign: __________________________
Name: __________________________
Title: __________________________
Date: __________________________

Trustees of Columbia University in the City of New York

Sign: __________________________
Name: __________________________
Title: __________________________
Date: __________________________

*executed by Columbia Procurement Services only.
Speakers, Panelists, Judges

**UPDATE:** We have *excellent* news!!

- There is no longer a cap on the honorarium amount you can offer a speaker, panelist, or judge.
- You can offer an 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 the individual:
    - Example: “*In acknowledgement for your participation in XYZ 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 electronic documentation with FTF & documentation of the event:
    - Documentation of event can be a flyer, Facebook event, brochure, etc.
    - Make sure you list the vendor’s name, address, and email address on the FTF.
Speakers, Panelists, Judges

• Payments that don’t conform to above requirements include:
  o If we are making payment to the company rather than the individual
  o If the individual requires payment to participate

• What is required if we cannot offer an honorarium?
  o Scope of Work, Purchase Order (SFA generates), Invoice
  o If an individual/sole proprietor, we also need Independent Contractor Certification, resume, client list
  o If it’s a company, we need company’s brochure and client list

NOTE: Generating a PO is a lengthy process so please submit documentation in a timely manner to ensure vendor is paid as soon as possible
Other Common Contractual Purchases

Listed below are other examples of requirements for common contractual purchases that cannot use performance agreements:

- Facilitator
- Leader
- Video/Audio producers
- Announcer (radio, TV)
- Web administrator/designer
- Graphic designers
- Trainers/Coaches
- Consultants
- Photographer/videographer

• Caveat - Special procedure for CU Photo Society performing on-campus work for Columbia affiliates
Do I need a Purchase Order?

- 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.
  - Always refer to SFA as they can guide you through this complicated process.

- Regardless of dollar amount, a P.O must be used for contracted services, videographers, promotional items purchased through invoice (P-Card not utilized), furniture, major equipment, etc.

- How do I do it?
  - Work with your Advisor and SFA

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

For the comprehensive purchasing guide visit:


- **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)

- **An Invoice, Resume, Client List, Company Brochure and Certificate of Insurance are all to be 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
- What is the process?
  1. Secure a quote from internal vendor in advance
  2. Treasurer submits FTF to Advisor and obtains approval
     a. May first require governing board approval
  3. Submit FTF to internal vendor and SFA
  4. The appropriate administrative department will perform an internal transfer/journal entry
  5. Retain copies for your group records and to reconcile
     - 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
  o Debit on account of group giving money
  o Credit on account of group receiving money

• How is a cosponsorship initiated?
  o Group providing cosponsorship should give a written commitment
    • Preferably via email as SFA will need to provide supporting documentation to support the transfer
  o Group providing cosponsorship should submit FTF for approval, indicating they are the payer and list the group receiving the cosponsorship and that group’s chartstring as the payee
  o Submit approved FTF to SFA and keep copy
  o SFA pays the cosponsorship through an internal transfer/journal entry

• Cosponsorships can be made with Barnard groups
  o Internal transfer not possible with Barnard due to incompatible systems
  o 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!
  o 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
  o Always check with your Advisor and SFA first!
    • There will be repercussions if you do not check with our office first, which could likely result in an infraction on your group or yourself
If your purchase cannot be made through a vendor who accepts an FTF, you do have other options:

1. Columbia also does business with thousands of vendors who don’t accept FTF’s but will invoice us
   a. Sometimes they will even invoice us in advance, before fulfilling the order
   b. We can still purchase through these vendors
2. You may be able to use a P-Card for the purchase
3. See SFA or your advisor to pursue other options

_The goal is to avoid all out-of-pocket spending!!_
General Processes
Cash Handling

• “Cash” handling refers to the following types of payment for goods/services
  o Coins, currency, checks, money orders
• Cash is revenue for your group from:
  o 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

• What is a cash bag/box?
  o It is equipped with a lock to safeguard cash

• How do I request a cash bag?
  o Cash Bag/Box Request Form must be completed 3 days prior to event
  o Students can request up to $50 in ‘petty cash’ with the bag
    • This would be your startup money for making change and must be returned deducted from your total sales at the end of the event
  o Must submit cash and completed Event Sales Report/Deposit Slip to SFA
    • Please retain copies of all documentation supporting receipt of cash, checks, and all documents sent to group
  o Return to SFA within 48 business hours
**Gifts/Prizes/Giveaways**

<table>
<thead>
<tr>
<th>Types of Gifts/Prizes/Giveaways</th>
<th>Recipient Info Needed</th>
</tr>
</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
Partisan Events/Activities

- Work closely with Advisor in planning these events
  - Share all event details and be as transparent as possible

- 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
The Nitty Gritty of Travel
Student Travel Card

- SFA holds a travel card that student groups may be able to use for some travel expenses outside NYC
  - Must make an appointment with Lauren or Tai to book travel
- 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
Travel Card

• **Allowable purchases:**
  - Airfare/rail/bus
  - 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** (Incidentals including food, movies, parking, etc.)
    - Restricted purchases may result in card loss for all groups
  - Local transportation, metro cards (i.e. cab fare, bus)
    - Note: USL has one-way & roundtrip metrocards for purchase with an approved FTF
How Do I Schedule a Travel Card Appt

• Traveler(s) should research trip in advance
  o Determine dates and times of travel
  o Locate flight number(s) that work with schedule
  o Locate place of lodging
  o If a conference, determine registration fee
  o 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 (STF)
**How Do I Schedule a Travel Card Appt**

Along with itinerary for trip, we will need:

- All travelers to complete Student Travel Form
- Names of all the travelers
- If flying, we need DOBs for all those who are traveling (not exchanged via email)
- Approved FTF

* Once all of this has been completed, we can then schedule an appointment with the student making the trip arrangements

**Things to keep in mind:**

- Appointments can take more than an hour so walk-ins *cannot* be accommodated
- SFA has a limited number of appointments available
- Appointment should be scheduled two weeks prior to travel
- Appointments will not be booked if the travelers have not all registered their trip on 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:
  o Snacks, entertainment, loss/theft of money/tickets, etc.
  o See full list of expenses not eligible at
    • http://finance.columbia.edu/content/non-reimbursable-expenses

• 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
  o 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 Policy

• Recipient is personally liable and takes responsibility if funds are missing or misused
  o 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 advances are paid out in the form of a check or direct deposit to requestor
• Use the funds to pay for only the expenses approved on the Travel Advance Detailed Request Form
• Exempt Purchase Certificate must be executed
Travel Advance

• Maximum Allowances:
  o Lodging – $350/night; $400 for international
  o Meals (excluding tips and tax):
    • Breakfast: $25
    • Lunch: $35
    • Dinner: $50
  o 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
  o Debit card statement showing transaction in name of advance holder
    • Card used must belong to advance holder
  o 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
General Travel Guidelines

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

• Domestic travel – meet with your Advisor 1 to 2 months prior to departure date to discuss:
  o Business purpose, expectations, mode of travel, how expenses will be covered, necessary documents, and representing Columbia
  o 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
- *Please do your research in advance*
  - Destination, business purpose, number traveling, budget, visa requirements, travel alerts and warnings, itinerary and vaccinations
- Meet with Advisor 3 months in advance of departure
- Submit Student Travel Form
  - https://www.cc-seas.columbia.edu/studentlife/studenttravel/form
- Failure to meet these timeframes may result in your trip not being approved
Travel by Vehicle

• Use of personal vehicles is never allowed
  o 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
  o Students are not permitted to drive other students in their personal vehicle to group events, activities or on business
  o Must rent a vehicle (from Hertz) or use public transportation (i.e. bus/subway/rail)
  o Expenses associated with personal vehicle use will not be reimbursed

• Vehicle rentals
  o 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
  o Age requirements may result in an additional charge, referred to as a age differential
  o How do I rent a vehicle?
    • Must contact SFA at financialadvising@columbia.edu to book a reservation
Office Hours: Monday through Friday: 10:00am – 5:00pm

Email: financialadvising@columbia.edu

Office Fax: 212-854-6972

Who’s who of Student Financial Advising!

Lauren Iannia, Snr Associate Director
Lerner Hall, 510I

Taiwo Adenekan, Assistant Director
Lerner Hall, 510L

Lisa Jenkins, Financial Advisor
Lerner Hall, 510N

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Lerner Hall, 510O