Club ReFuel

Money Matters
First Things First

• To begin spending groups must first:
  — Complete all Club ReFuel online requirements
  — Review Club Finance/Club Refuel materials and pass the online Student Organization Assessment Tool at:
    • https://www.cc-seas.columbia.edu/StudentOrganizationAssessmentTool

• **All** spending must first be approved by your advisor by submitting a Financial Transaction Form (FTF) through LionLink. An FTF tutorial is available at:
  • https://www.cc-seas.columbia.edu/sites/dsa/files/handbooks/Creating%20an%20FTF%202015-16_0.pdf

• A group must **currently** have enough funds available in their account for the expense to be approved

• For instructions on checking your group’s available funds, refer to the section titled “LionLink – Financial Reports” in Club Finance
Common Purchases

See Club Finance, your Advisor, and/or SFA for more details on the following:

- **Promotional Items** must be purchased from a vendor on the list of Approved Promotional Product Vendor. Unapproved vendors **cannot be paid** for promotional product purchases.
  - Promo items include all **branded and non-branded items** that are given out or sold for a profit
  - Common promo items include T-shirts/apparel, pens, water bottles, wristbands, banners, *(list is not all inclusive)*

- **Travel** (air/bus/rail transportation, lodging, and event registration) requires use of the Student Travel Card, available
  - Use of the travel card is by appointment only with either Lauren Iannia or Tai Adenekan
  - To schedule a travel card appointment you must first register your trip at:
  - Confirmation of your registration will be made prior to an appointment being booked.
  - An FTF must also be approved by your Advisor/Governing Board Rep (if applicable) for a travel card appointment

- **Food** should be purchased from a vendor off the list of [Vendors Who Accept FTFs](https://www.cc-seas.columbia.edu/sites/dsa/files/handbooks/Columbia%20Internal%20Licensees%2008-26-2016.pdf)
  - Have special food needs? Please speak to your Advisor
  - **NEVER** tip more than 20% on service or 15% on delivery

- **Performance Agreements** may only be used for performers
  - Performers include: Singers, dancers, musicians, actors, artists, choreographers, and DJs
  - See Club Finance sections titled “Performance Agreement” and “Other Common Contractual Purchases”
Bottom Line

• Check with your Advisor and/or SFA before you make any purchase as some items require a contract, purchase order, additional paperwork, and/or may be restricted

• **Groups with no funds remaining** will not be allowed to continue to make purchases
  
  — Governing boards and Advisors are provided with a weekly report on groups in overdraft and groups with no funds remaining will immediately have purchasing activity suspended

• **Illegible and incomplete documents** cannot be paid as per Accounts Payable policy

• **Out of pocket expense reimbursements** are by exception only and require *prior* advisor and Student Financial Advising approval

• **Payment for services** can *never* be made with cash, including from funds raised at a program or event

• **Contracts/documents** must always be reviewed by Columbia Purchasing and cannot be signed by anyone but a Purchasing representative

• **Purchases over $2500** *always* require a purchase order

• **Personal vehicles** should never be used for group activities/business
  
  — Vehicles must *only* be rented through Hertz, as Columbia University has a rental car agreement with them

*You or your group may be liable for payment of items purchased outside the approved purchasing mechanisms*