

# Student Organization Spending Guidelines

## GENERAL REIMBURSEMENTS

You may make your purchases one of three ways:

1. You can purchase supplies yourself and be reimbursed. (A single transaction cannot be over \$200.00).

If you choose this route the following documentation is required:

- Original receipts.
  - W-9 (if you don't have one on file already) <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
  - If you wrote a check for this purchase, you must provide a copy of your bank statement or cancelled check (front and back image).
  - A copy of the flyer/email /invitation regarding the event and why the purchase was made.
2. If you need to purchase something over \$200.00 you must get a quote for the item (s) you wish to purchase from the vendor. Send that quote to me (Allison) and I will forward you the appropriate paperwork for the vendor to complete. Once they are in the WSU system I will work with the vendor to complete the purchase.
  3. The University has issued the Department of Student Affairs a credit card for student organization spending. Student Affairs can use this credit card to make purchases for you via internet/online ordering only. If you want to purchase supplies via the internet (example, Amazon for Health Fair Supplies) send the link to Allison [agherard@med.wayne](mailto:agherard@med.wayne) or Tracey [teady@med.wayne.edu](mailto:teady@med.wayne.edu) with the details /quantities of the order and we can place the order for you. The order will be shipped to Student Affairs and you will be notified when it is ready to be picked up. In this case the order can be over \$200.00 but no more than \$1,000.00.

If you choose this route the following documentation is required:

- A copy of the flyer/email /invitation regarding the event or why the purchase was made.

## HELPFUL HINTS:

- Office Supplies: If you need to purchase office supplies the department of Student Affairs has a standing account with Office Max (discounted rate). The Office Max catalog is located at that the receptionist desk in Student Affairs. Select your items and Ms. Eady will place your order. Office supplies are delivered within three business days to Student Affairs.
- Design Services (poster printing/graphic design/etc.): Student Affairs has a standing account with Biomedical Communications (Room 1367). Place the order under the name of your student organization and the funds will be withdrawn directly from your Alumni funds. When you pick up your order bring the receipt to Allison in the UME Business Office (2305 Scott Hall).
- THANK YOU GIFTS/CARDS/FLOWERS ARE NOT REIMBURSEABLE.
- Gift Cards: You may not purchase gift cards on your own, Student Affairs must purchase them for you. The request must be submitted at least two weeks in advance in order to have the authorized signatures in a timely fashion. Gift cards cannot be given to STUDENTS OR ANYONE ON WSU PAYROLL. Gift cards can be given to (non-Wayne) guest speakers.
- Parking Cards: Available for guest speakers in Student Affairs. (See Nicole or Tracey)
- Party Supplies: If you are having an event and need any party supplies/paper products, please let me know and I can make the purchases for you. I need advance notice (hopefully at least two weeks) so I can get approval to use our credit card to make your purchases. We have discounted rates at Party City, GFS, etc. and we are tax exempt. Just give me a list of what you need and you may be able to save a little money.

## **HONORARIUMS**

If you are having a guest speaker (NON-WAYNE EMPLOYEE) and wish to pay them a stipend for speaking, they need to submit the following paperwork:

- Completed W9 <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Supplemental data form [http://fisops.wayne.edu/disbursements/supplemental\\_data\\_form.pdf](http://fisops.wayne.edu/disbursements/supplemental_data_form.pdf)
- A copy of the flyer/email /invitation regarding the event.

When turning in this paperwork, please indicate how much you wish to pay the speaker and a check will be mailed to their home address.

**DO NOT PAY SPEAKERS OUT OF POCKET AND EXPECT TO BE REIMBURSED. THIS IS AGAINST UNIVERSITY POLICY.**

## **FOOD REIMBURSEMENTS** (for events held at the School of Medicine)

RULE #1: You may NOT use Alumni funds to purchase food for your private student organization meetings.

Food purchases ARE allowed if you are having a guest speaker. You may make food purchases one of two ways:

### 1. OPTION 1: PURCHASE YOURSELF

Alumni funds can only be used if you are having a guest speaker (a guest speaker CANNOT BE A WSU EMPLOYEE) and you may not spend over \$200.00 on the food if you purchase it yourself.

If you purchase the food yourself you will need to submit the following documentation for reimbursement:

- Original receipts. (Both the ITEMIZED (listing all food items that were purchased) and the CREDIT CARD receipt).
- W-9 (if you don't have one on file already)
- If you wrote a check for this purchase, you must provide a copy of your bank statement or cancelled check (front and back image).
- A copy of the flyer/email /invitation regarding the event.
- Attendance list that gives the name and affiliation of attendees (example MS1, MS2, Faculty, Guest, etc.)

Please note if you are planning to bring food in from the outside and plan to go over the 200.00 limit, you must obtain a food waiver (see Attachment). It is entirely up to Aramark (the University contracted vendor) as to whether or not the waiver will be granted. If they decline it you will be held personally responsible for the cost of the food.

If they sign off on the waiver you need to provide the documentation listed above, as well as, a copy of the approved waiver when submitting your reimbursement.

## **NOTE: ETHNIC FAIR AND FOOD**

The BSO has set aside funds for Ethnic Week; therefore, no funds have been allocated to individual organizations for this event. The BSO has asked various groups to help with purchasing food. Taz will be forwarding specific instructions for purchasing food closer to the date of the event.

## FOOD REIMBURSEMENTS cont.

### 2. OPTION 2: STUDENT AFFAIRS

Student Affairs can also order food for your event, and the cost is directly deducted from your Alumni allocation. All catering orders should be sent to Nicole Collier [ncollier@med.wayne.edu](mailto:ncollier@med.wayne.edu).

Nicole will need the following information when placing your order:

- Name and Student Organization to be charged.
- Number of people that will be attending.
- Date, Time, Place of the event.
- Flyer/email/invitation regarding the event.

After the event please submit a sign-in sheet to Nicole.

1. If you spend under \$200.00: The vendor choices are Jimmy John's or LaPita Fresh. (serves approximately 20 - 25 people, possibly more depending on the type of party platters you order. Catering menus can be found at <https://www.jimmyjohns.com/catering/> or <http://www.lapitafresh.com/catering>. You may also use Aramark if you choose to.
2. If you spend over \$200.00: University policy requires that you cater your event through Aramark. You can view the Aramark menus at <https://wayne.catertrax.com/>. When you enter the site, click on home, then just below the customer login box you can view the menus, you do not have to create an account in order to view the menus. You can view the Everyday Aramark menu; as well as, their Retail menu. The retail vendors include Subway, Dunkin Donuts, Starbucks, Einstein bagels (they have lunch options as well), Panda Express and Jet's Pizza. There is not a link for Jet's Pizza; however, you can go to their website <http://jetspizza.com/pdf/printablemenu.pdf> select your order and email it to Nicole Collier. We get a discounted rate so the prices on the menu do not reflect the actual cost of the catering. Nicole will let you know what the final cost was in order for you to keep track of your Alumni funds.

## FOOD REIMBURSEMENTS-OUTSIDE (for events outside Scott Hall -Community Outreach ONLY)

### 1. PURCHASE YOURSELF AND YOU WILL BE REIMBURSED.

Documentation required for reimbursement:

- Original receipts. (Both the ITEMIZED (listing all food items that were purchased) and the CREDIT CARD receipt).
- W-9 (if you don't have one on file already)
- If you wrote a check for this purchase, you must provide a copy of your bank statement or cancelled check (front and back image).
- A copy of the flyer/email /invitation regarding the event or a description of your organization.

**NOTE: HOME ENTERTAINMENT IS NOT PERMISSIBLE.**

## TRAVEL

Alumni funds can be used for student organizations to attend conferences.

If you are planning on attending a conference please let me know at least three weeks in advance. At that time, I will need the program agenda, registration receipt, and airline ticket receipt. All other receipts will be turned in when you return.

THE FOLLOWING DOCUMENTS ARE REQUIRED FOR ALL TRAVEL REIMBURSEMENTS:  
YOU MUST TURN IN ALL RECEIPTS WITHIN 15 DAYS OF YOUR RETURN OR THE DISBURSEMENT OFFICE HAS THE RIGHT TO REFUSE YOUR REIMBURSEMENT.

1. Program brochure or agenda for the conference.
2. Registration receipt
3. Airline ticket receipt
  - a. Airline ticket must have e-ticket number and method of payment.  
I cannot accept itineraries or confirmations.
  - b. If you have baggage receipts, I need the originals.
4. Meals
  - a. There is a per diem meal allowance per day, depending on where the conference is held.
  - b. I do not need meal receipts.
5. Lodging receipt
  - a. The lodging receipt must have your name on it—NO EXCEPTIONS, Main Campus will not reimburse you if your name is not on that receipt.
  - b. A method of payment, as well as a zero balance, must be listed on the receipt.
6. Taxi/Shuttle
  - a. Original receipts are required – I cannot accept snapshots.
7. Gasoline receipts (unless we are paying for mileage)
  - a. Original receipts required
8. Mileage
  - a. Mileage is \$0.56 per mile. The starting point is 540 E. Canfield, Detroit, MI 48201 to the conference location.

### HELPFUL HINTS FOR TRAVEL:

- Registration:
  1. Register yourself and be reimbursed after you return from the conference.  
OR,
  2. I can register for you and pay with the University credit card. If you choose this option download the registration form, complete it and drop it off in my office (2305 Scott Hall) and I'll register you.

If the registration form is not downloadable, email me and we can make arrangements for you to come to my office and you can complete it online with me and I'll enter our credit card information to pay for it. If there is a group of you going it is really helpful to me if you turn in all of the forms together or come in as a group.