

## Handbook for Purchasing, Payment, and Reimbursement With Student Fee Monies

Student Incidental Fees are considered public funds, and their use is highly regulated. Before spending any student fee money, carefully read the **OSU-Cascades Guidelines for Use of Student Fee Monies** which can be found online at [www.osucascades.edu/studentfees](http://www.osucascades.edu/studentfees)

This document is a practical “how-to” for clubs and student organizations to know how to spend and be reimbursed for expenses using student fee money allocated to them. If you have any questions about these guidelines, or something not covered in them, please contact the Coordinator of Student Life, Jacquie Coe.

### **Purchasing**

If the SFC has approved line items in your budget for purchases such as food for events, equipment, books, supplies, copies and other such expenses use the following guidelines.

The simplest way to make purchases using student fee money is to use personal money and then be reimbursed. See the **reimbursement guidelines below**. Often, however, this is not feasible, due to financial constraints. If this is the case, there are a few other options.

- **Catering** can be ordered through High Desert Management on campus. They will invoice for payment. (see below in payment section) A catering menu is available online at <http://culinary.cocc.edu/Menus/Campus/> Contact Doyle at 383-1945 to order. Be sure to tell him to include your club name in the event title, so that the invoice can be matched to your club index code. Invoices can be sent to OSU-Cascades directly.
- Many **supplies** can be ordered and charged directly from the OfficeMax catalog to your index code. See the front desk for the catalog and order forms. Order forms should be given to the Coordinator of Student Life (not directly to the front desk) to insure that they are charged to the correct club budget. Please note that these orders take 2-3 days to receive, so plan ahead.
- **Supplies** can also be purchased from the Campus Bookstore on your club’s index code. If you do not know the Index code of your club, contact the Coordinator of Student Life before going to the bookstore.
- **Copies and posters** for promotional materials can be charged directly to your club’s index code at the Print Shop located in the basement of the Ponderosa building on campus. If you do not know the Index code of your club, contact the Coordinator of Student Life before going to the print shop.
- **Equipment and supplies not available through OfficeMax or the Campus Bookstore** can be purchased with the Student Life credit card. Use of this card is strictly monitored, and limited in what we can purchase (Eg. Food cannot be purchased using the card). Credit card use will be reserved for large purchases of items such as books, gear, and supplies. Contact the Coordinator of Student Life if you would like to use the credit card for a club purchase.

## **Payment**

There may be times when your club will want to pay someone for services or a company for an event, such as a band for a concert, or an association for a pre-conference registration fee. Included in this are instances when a company will invoice you for a purchase. This can be helpful, if the company is willing, so that you do not need to pay upfront for a purchase and be reimbursed.

### **Payment for Services**

Payment to a person for services must be paid on a Personal Services Invoice. The contract must be filled out BEFORE the services are performed – so plan ahead! This form needs to be filled out by the HR Assistant and then completed and signed by the person you are paying. Contact the HR Assistant to have a PSI initiated.

### **Payment By Invoice**

If your club purchases equipment or food from a vendor who gives you an invoice, the original invoice must be submitted for payment. Attach a SFC payment/reimbursement cover sheet to the invoice and submit to the Coordinator of Student Life. The invoice must clearly state the amount to be paid, the company name, the Tax ID#, and the address that the payment should be mailed to. Invoices are sent to Corvallis to be processed, and vendors can expect a check in the mail within 4-6 weeks.

### **Payment Request**

If you do not have an invoice, but need a check to pay for something such as pre-conference registration, you must fill out a payment request form (see sample below). Attach a SFC payment/reimbursement cover sheet to the payment request and submit to the Coordinator of Student Life. The business purpose must clearly state what the money is for and the purpose of the payment. Payment requests are sent to Corvallis to be processed, and it can take 4-6 weeks for a check to be mailed. Checks can be mailed directly to the payee, or to campus for you to pick up. Please specify if you would like it for pick up, to hand deliver to the payee.

## **Reimbursement**

### **Materials/Supplies/Food Reimbursement**

One of the easiest ways to pay for materials and supplies using SFC money, is to pay for it up front and then be reimbursed. In order to be reimbursed, you must fulfill the following criteria, **so read them carefully, or you might not get your money!**

1. When purchasing items or paying for a service first make sure that it falls within the budget that the SFC has approved. Expenses not approved, will not be reimbursed. It is okay if it is not specifically outlined in your club budget, as long as it falls in a line item of the budget which was approved.
2. Be sure to get an **itemized receipt** – credit card slips are not acceptable. You also want to make sure that the receipt shows that you paid for the expense, and includes the address of the place of purchase.
3. Submit your reimbursement packet to the Coordinator of Student Life. (these can be left at the front desk in Cascades Hall) All forms are available on the student life website at [www.osucascades.edu/studentlife/purchasing.php](http://www.osucascades.edu/studentlife/purchasing.php). Reimbursement should be submitted

shortly after the event, and will take 3-6 weeks to receive. Your reimbursement packet should include:

- a. SFC Reimbursement cover sheet, signed by yourself (a sample is attached to the end of this document)
- b. OSU Reimbursement Request form (a sample is attached to the end of this document), signed by yourself
- c. Original itemized receipts
- d. If the expense is for an event, a poster, email or website print out advertising the event and giving event details (date, time, etc.)
- e. If the expense is for food, a list of people who attended the event

### **Travel Arrangements and Reimbursement**

There are **MANY** regulations for travel reimbursement. Below is a summary of regulations that are often applicable to student travel. **Read them carefully BEFORE YOU MAKE TRAVEL ARRANGEMENTS.** The complete regulations are available online at <http://oregonstate.edu/fa/businessaffairs/travel/>.

1. When making travel arrangements first make sure that your planned expenditures are approved by the SFC and fall within the acceptable use of student fee money. See the **OSU-Cascades Guidelines for Use of Student Fee Monies** which can be found online at [www.osucascades.edu/studentfees](http://www.osucascades.edu/studentfees) Expenses not approved, will not be reimbursed.
2. Be sure to follow all guidelines for travel arrangements outlined below. If you are not sure, ask first!
3. Be sure to get **itemized receipts** – credit card slips are not acceptable. You also want to make sure that the receipt shows that you paid for the expense.
4. Submit your reimbursement packet to the Coordinator of Student Life. (these can be left at the front desk in Cascades Hall) All forms are available on the student life website at [www.osucascades.edu/studentlife/purchasing.php](http://www.osucascades.edu/studentlife/purchasing.php). Reimbursement should be submitted shortly after the event, and will take 3-6 weeks to receive. After you submit the reimbursement packet you will need to come back and sign a form in the Office of Student Life. You will be notified when it is ready. Your initial reimbursement packet should include:
  - a. SFC Reimbursement cover sheet, signed by yourself (examples are attached to the end of this document)
  - b. Completed Travel Reimbursement Spreadsheet (available at [www.osucascades.edu/studentlife/purchasing.php](http://www.osucascades.edu/studentlife/purchasing.php))
  - c. Original itemized receipts
  - d. If the travel was for a conference or event, include, a poster, conference guide or website print out advertising the event and giving event details (date, times, meals provided etc.)

### **Transportation**

Ground Transportation:

- For trips within driving distance, OSU-Cascades has a **motor pool van** (12 passenger) available for use. Usually this is the most cost effective way to drive a group somewhere. Contact Ron Reuter at 541-322-3109 to reserve the van. Your club will be charged .21 per mile for gas, directly to your account. Gas must be purchased using the gas cards in the van (see Ron for instructions). Drivers must pass an online Van Safety Test available

at [http://www.business\\_services.oregonstate.edu/motorpool/qualify.cfm](http://www.business_services.oregonstate.edu/motorpool/qualify.cfm) If you are driving long distances, be sure that you have enough authorized drivers to switch off.

- If the OSU-Cascades van is not available or appropriate, a **vehicle may be rented** from Enterprise Rent-a-Car. Vehicles must be economy range, unless a specific reason such as winter weather warrants a different type of vehicle. Contact the Bend office at 383-1717 and ask that the rental be charged to OSU-Cascades. Give them the index code of your club account, and the rental fee will be directly billed. The vehicle must be reserved under the name of a faculty or staff advisor, and must be driven by that person. Enterprise will drop off the vehicle at OSU-Cascades, and the keys can be picked up at the front desk, 8 AM – 5 PM.
- If **personal vehicles** are driven on a trip, mileage is reimbursable but gasoline is not. This mileage will be reimbursed at the rate of the state mileage chart available at <http://www.ous.edu/cont-div/fasom/sec11/mileagechart.xls> , or if the town is not on the mileage chart, odometer readings may be used. If you are traveling to a town not on the mileage chart, record the actual odometer readings of your vehicle. Mileage will be reimbursed to the owner of the vehicle. The current mileage rate is 44.5 cents a mile.
- **Other modes of transportation such as shuttles, buses, trains and taxis** may be used if it is economical. Be sure to have each student pay for their own ticket and each get an itemized receipt. **All travel costs have to be reimbursed to the traveler themselves, and cannot be paid by the advisor or another student.**

#### Air Transportation:

- Clubs are encouraged to use the **OSU-contracted travel agencies** to arrange for airplane travel. The benefits are that they will bill the cost of the tickets to your club account directly. A list of contracted travel agencies is available at: <http://oregonstate.edu/fa/businessaffairs/travel/agencies.php> Be ready to give them your club index code. Contact the Coordinator of Student Life to send authorization to these agencies to purchase the tickets.
- **Non-contracted and local travel agencies** can also be used. If they will invoice OSU-Cascades, have them do so (see payment section above). Send the invoice to the Coordinator of Student Life. If they will not invoice, the OSU-Cascades credit card may be used to purchase airline tickets. Contact the Coordinator of Student Life, as this will depend on the number of students and our monthly credit limit. If the credit card is not used, each traveler will need to pay for their ticket up front, and be reimbursed **after the travel is completed. If a trip is cancelled, the student will be responsible for the cost of the ticket no matter which method of payment is used.**
- Reimbursements to travelers require either:
  - A copy of the on-line documentation showing the payment method and the itinerary, or
  - Documentation showing the traveler paid the airfare (e.g. a credit card statement with the charge highlighted) and the itinerary.

#### Lodging/Hotels

- The OSU-Cascades credit card is NOT available for use to pay for or reserve lodging.
- Some hotels will invoice OSU-Cascades directly for the cost of rooms. If this is the case, have the hotel send the invoice to the Coordinator of Student Life and include the name of the club on the invoice.

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- Lodging rates will only be paid for at the OSU set rates, which are available online at <http://oregonstate.edu/fa/businessaffairs/travel/>
- Current lodging rates (not including taxes) are:
  - \$96.00/night in Oregon
  - \$96.00/night out of state, unless it is a “high-cost locale” which is \$168/night (list available at [http://www.ous.edu/cont-div/fasom/sec11/high\\_localities.110105.xls](http://www.ous.edu/cont-div/fasom/sec11/high_localities.110105.xls))
- An exception to lodging rates is made if you stay at the official conference hotel. You will need to submit documentation showing that it is the official hotel, and that you received the conference rate.
- In order to keep costs down, students should share hotel rooms if possible. A list of room assignments should be submitted with reimbursements for this trip.
  - If possible, the easiest way to handle hotel costs is to have the hotel split the bill for each room, and have students each pay their portion to the hotel. Each student should get an itemized receipt, showing their payment on it. They will each claim a reimbursement for their portion of the lodging expense. Lodging rates are per room, not per person.
  - If the hotel cannot handle a split bill, have one student pay for each room. The hotel bill must show that there was only one payment. On the travel reimbursement form, the other student who did not pay for the room must sign their name and state that he/she will not be claiming lodging.

### **Food**

- Student fees cannot cover the cost of food expenses while on trips, unless food is included in a conference fee.

### **Conference/Meeting Fees**

- Conference and meeting fees can be paid by either:
  - OSU-Cascades credit card – contact the Coordinator of Student Life
  - Check request, which will have a check mailed to the conference organizers – contact the Coordinator of Student Life for a check request form.
  - Personal funds and then reimbursed after the conference, with an itemized receipt.

Sample SFC Reimbursement Cover Sheet

**PAYMENT/ REIMBURSEMENT REQUEST FORM**  
**OSU-CASCADES STUDENT FEE COMMITTEE**

**Payee:**           *Jacquie Coe*

**If student, student ID #:**    **93-1363829**

**Amount:** \$ *45.00*   **Date expense incurred:** *5/3/06*

**Payee Address:** *1233 NW Elgin Avenue, Bend OR, 97701*

**Form submitted by:** *Jacquie Coe*   **Phone:** *541-555-3902*

**List of students (full names) who attended (if this event was advertised and open to the general public, please attach a poster advertising the event instead):**

*Lisa Green*

*Marla Joe*

*Tom Smith*

*Stacy Cooper*

*Alyssa Milano*

**Purpose (please include how this benefits OSU-C or its students):**

*This event was a function of the International club, to recruit new members and introduce them to what we do.*

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**OSU-C Student Fee Committee  
Representative**

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**OSU-C Student Services  
Representative**

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**Sample Payment Request**

**Reset**



Banner Document # I

**Payment Request**

Accounts Payable Office

Send form directly to the Accounts Payable Office

Note to Vendor: BANNER CHECK DATE \_\_\_\_\_

*Payment is enclosed for the following, please do not invoice*

Ship To: OREGON STATE UNIVERSITY Attn: Jacquie Coe

Dept OSU-Cascades Address 2600 NW College Way

City Bend State OR Zip 97701

Phone 541 322 3100 Fax 541 383 7501 Email jacquie.coe@osucascades.edu

Note to Oregon State University Business Affairs - Payables:

**I wish to have documents mailed with payment** - 1) "CTA" and any other relevant information is indicated in Banner Vendor Invoice Number field 2) Banner document indicator has been changed from "M" to "I". 3) a copy of this form, as well as copies of information to be included with payment is attached.

**VENDOR INFORMATION - as it appears in Banner**

Name No-name Catering Company Vendor Number \_\_\_\_\_

Address 8493 3rd St.

City Bend State OR Zip 97701

Phone 541 555 3999 Fax \_\_\_\_\_ Email \_\_\_\_\_

**BUSINESS/ REFUND PURPOSE** *(be specific - who, what, when, where, why)*  
Catering for the International Club recruitment event on June 30, 2009 at OSU-Cascades.

*Complete the following for Postage & Supply Orders, Memberships, Subscriptions, etc.*

DESCRIPTION OF PURCHASE	QUANTITY	UNIT PRICE	TOTAL
Assorted sandwiches	30	\$6.00	\$180.00
Assorted drinks	30	\$1.50	\$45.00
			\$0.00
SHIPPING & SPECIAL HANDLING CHARGES			
<b>CHECK TOTAL</b>			<b>\$225.00</b>

INDEX CODE	ACCOUNT CODE	ACTIVITY CODE	AMOUNT
LCB13X			\$225.00

CONTACT NAME: Jacquie Coe PHONE: 541 322 3156

PREPARED BY *if different from above:* Student's name PHONE: 541 XXX XXXX

**DEPARTMENTAL APPROVAL:**

I certify that the expense(s) itemized above has been reviewed and is an accurate, allowable, and appropriate expenditure. It is within my budgetary authority to approve the above expense(s).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
DATE: \_\_\_\_\_

\_\_\_\_\_  
Printed Name & Title



**Sample Travel Reimbursement Spreadsheet**

Student Travel Reimbursement Spreadsheet

Name: Jacquie Coe  
OSU ID: 937345231  
Address: 1233 NW Elgin Avenue  
City: Bend Zip: 97701  
Phone: 555-3523  
Email: [jacquie@yahoo.com](mailto:jacquie@yahoo.com)

Purpose of Trip: Western Student Leadership Conference Trip with Leadership Club

Date trip began: 9/3/2007  
Date trip ended: 9/6/2007

Dates of Conference Attendance:  
9/4/07 - 9/6/07

**Destination City:** Malibu **State:** TX

**Lodging Costs:** \$485.00  
Did you have a roommate/s? Y  
If so, who stayed in your room with you?  
Cynthia Engel  
Brenda McDonald  
**Transportation Costs:**  
Airfare \$382.34

If claiming other expenses itemize here:  
parking \$10.00