# Student Sustainability Fund Members 2014

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How to Use Your Funds

Do not spend more than you were allocated
The Student Sustainability Fund has allocated you a certain amount of money to spend on your project. Do not expect to be reimbursed for any expenses above this amount, or reimbursed for items not included in your budget, unless a prior agreement was made with the SSF Fund Managers or additional funding was approved. Any expenses that are above the allocated amount or incurred before funds were approved for your project will be your responsibility to pay.

You have 30 days to submit an expense request from the date of purchase
You have 30 days from the date stated on the receipt or documentation of purchase to submit an expense request to the Student Sustainability Fund. For example, if you purchased tools on November 20th, you have until December 20th to submit an expense request. After the 30 days, the SSF is no longer responsible for reimbursing you for those items.

Get the tax exempt advantage
As a non-profit institution, the University has tax exempt status from Missouri. Student groups may not access the tax exempt form for reimbursed purchases. However, when using a Purchase Order (PO), student groups can take advantage of the University’s tax exempt status.

The Student Sustainability Fund will not finance the following

• Alcohol
• Food and Catering
• Cellular phone or pager expenses
• Give-a-ways, including gift cards and prizes
• Individual member dues to organizations
• Recording of any type (recording is available for free in the University Center)
• Transfers to Student Union group accounts

Travel
When submitting expenses relating to travel, you will need to check and complete the travel section of the expense request form. This includes: dates of travel, destination, and list of participants. In the description please state the purpose of the trip. Failure to supply this information will result in a rejection of your request, and delay the reimbursement/payment process. Examples of travel related expenses include: registration or tournament fees, gas, hotel charges, airfare, vehicle rental, meals etc…
Car Rental

WeCar
For only $5/hr, students can use a WeCar for trips around the region; both Toyota Prius and Ford Escape hybrids are available. Mileage is free up to 200 miles and the cars can be rented overnight for only $20. To see locations and signup information, visit http://parking.wustl.edu/wecar.htm.

Enterprise Rent-A-Car
For trips requiring long-distance travel or greater vehicle capacity, Washington University has a contractual arrangement with Enterprise Car Rental to assist student groups in renting cars for group purposes; anyone 18 years or older can drive. When renting a vehicle, contact the local rental office directly and reserve the vehicle(s). Complete the SSF Expense Request form to request a purchase order and submit it to the Office of Sustainability for processing. No 12 or 15-passenger vans will be allowed.

Bringing Buses to Campus
Students or departments planning to bring buses on campus to pick up passengers for an off-campus event must first make an online request for bus presence on campus with the Parking and Transportation Office at minimum of two-weeks in advance of the event. Bus registration is required to ensure that there is enough space on campus to accommodate the buses, as well as to address safety in the boarding and unloading process. To request to bring a bus to campus, go online to http://bus.wustl.edu/.

Contracts
To request a check for a speaker’s honorarium or a performer, you will need a contract and tax forms:
- If you use a Washington University standard contract, all blanks must be filled out.
- All contracts must be reviewed and signed by the performer.
- All contracts must be reviewed and signed by the Office of Sustainability
- All necessary tax forms must be completed and submitted with the contract and expense request form.
- Payment to foreign nationals will require additional tax forms and processing time.

No Student Should Sign a Contract in Place of the Office of Sustainability.

Once the expense request form is turned in with the appropriate documentation, the check will be delivered to the designated recipient within approximately two weeks.

A contract is required any time a student group enters into an agreement with an individual or company to perform a service or provide a good, whether or not money is exchanged for that service or good. Though financial compensation is generally associated with contracts for services or goods, there are circumstances where donated
items and volunteer services can be given to a student group. These instances should be documented in the form of a contract as well.

Listed below are examples of services that **always require a contract:**

- Event venue rental
- Coaching/ consulting/ referee fee
- Performer
- Speaker
- Co-sponsorship agreements with outside organizations

### How to Buy Something

**OPTION 1:** Pay out-of-pocket & get reimbursed by a Check Request

A check request (CR) is as simple as it sounds: you’re requesting that the University “cut” someone a check for a specific amount. A CR is normally used to reimburse members of a student group who have used their own money to pay for a project’s expenses.

For any CR, **additional documentation must be attached to the expense request form.** You will need a receipt which is all of the following:

- Original (Copied receipts will **NOT** be accepted.)
- Itemized
- **Taped on all four sides (NO staples) to an 8 ½ by 11 piece of white paper. Do not tape receipts on the back side of the same sheet or the expense request form.**
- Must show proof of payment
- Web receipts which do not show proof of payment must be accompanied by a credit card or bank statement to show proof of payment.
- Copied checks or carbon copies of checks will not be accepted
- Credit card or bank statements may be used as supplemental back up to show proof of payment, but are not accepted by themselves as an itemized receipt.
- Do not write on receipts, use a highlighter or attach comments separately

You will be notified when the CR is approved; you can expect to receive a check in the mail two weeks after submitting a CR.

You must break down your purchase into the expenditure categories below on the CR. Unsure how to categorize a certain charge? Speak with your SSF project liaison.

**Budget Object Codes**

- 3408: Gasoline
- 3487: Supplies
OPTION 2: Issue a Purchase Order

A purchase order (PO) is an authorization from a student group to reserve a certain amount of money for the purchase of specific goods or services from a designated outside company. The purchase order also gives the company permission to bill the University for the specified items and amounts. This process eliminates the necessity of student group members to use their own money and wait for a reimbursement. It also allows student groups to make purchases without paying sales tax. You must check with the company ahead of time to ensure that they accept POs from the University. For a listing of companies which are accustomed to accepting University POs, you can refer to the Purchase Order Company List located online at http://su.wustl.edu.

When filling out a PO, you must first have an invoice from the company you wish to pay. It is important that you know the exact dollar amount of the purchase (including shipping and other applicable charges). On the expense request form, check the “PO” box and fill in the company fields as well as the description of the items. PO requests must be turned in at least two weeks before they are needed. This extra time gives you a buffer in case the form is incorrect or there is a delay in processing. Once the PO is processed, the Office of Sustainability will notify the project group and the company.

**Turning in Expense Request Forms:**

To be reimbursed for a purchase or issue a purchase order, the student or student group must submit a completed expense request form (with the original, itemized receipts/documentation attached) to their SSF Treasurer. Expense request forms can be found online at http://sites.google.com/site/studentsustainabilityfund/. Expense request forms are used for check requests and purchase orders.

The project group must submit it to the SSF Treasurer. **Please paper clip any required documentation to the form (do not use staples).** If you have any questions, do not hesitate to ask the Project Liaison, a Fund Manager or the Office of Sustainability.

**NOTE:** If an expense request form is not properly filled out or if necessary documentation is not submitted, requests will be returned for corrections and processing will be delayed.

**Summer Funding Process:**

The same steps should be taken except for these few differences:
• Still save all receipts and fill out the check request form
• Email the SSF Treasurer with a scanned PDF copy of your check request form. This information should be sent directly to studentsustainabilityfund@gmail.com.
• Once you receive approval from the SSF Treasurer, the check requests should be taken to the Sustainability Admin at the Office of Sustainability in Meyers Hall (South 40).