



**SAINT LOUIS
UNIVERSITY™**

CHARTERED STUDENT ORGANIZATIONS FINANCIAL DIRECTIVES

There are five ways to access the funds of your student organization. First and foremost, your student organization must have a discussion with the Student Involvement Center, by coming to the Busch Student Center Suite 319, in order to request your funds to make a purchase/payment. This request must be done in a timely manner before your organization will be able to access its funds.

Below you will find definitions and actions for the following:

1. Use of University Procurement Card for purchasing goods
2. Online Purchase Orders
3. Direct Payment Vouchers
4. Inter-Departmental Orders
5. Travel Requests
6. Deposit of Student Organization Funds
7. Cash Handling Guidelines

Student Involvement Center
slustudentorgs@slu.edu
314 977-2805
20 N. Grand Blvd., Suite 319
St. Louis, MO 63103

1. University Procurement Card (American Express)

The University Procurement Card (P-Card) is obtained by student organizations for the purchases of goods from various businesses in an easy and efficient way. With the P-Card, student organizations are allowed to charge approved purchases (tax-free). Once the purchase is made, the charged amount will then be taken from your organization's funds.

In order to access the P-Card, you must contact the Student Involvement Center (slustudentorgs@slu.edu) at least five business days in advance to reserve the card before you need it.

Steps to make a purchase using the Student Involvement Center P-card

1. Come to the Student Involvement Center
2. Complete the P-card Check-Out Form

P-Card Check in/out & Charge Detail Form				
<Print> Student Name	Student Contact Number	Organization	Return Date/Time	Purpose Details/store

3. Make the purchase(s) for your organization with the P-card
4. Return the P-card and **ALL OF THE RECEIPTS**, no later than two business days of purchase

2. Online Purchase Order

An Online Purchase Order is used when a student organization requests to purchase over \$50 worth of supplies, materials, equipment, or services from an outside vendor, when the vendor does not accept American Express. These purchase orders are the main way for student organizations to purchase goods.

In order to make a Purchase Order, a request must be made to the Student Involvement Center, in person or via email at slustudentorgs@slu.edu, at least ten business days before the goods/services are needed.

To start the process of a Purchase Order, the organization must first contact the vendor in order to receive an approximate price for what is being purchased. The organization should then contact the Student Involvement Center, via email slustudentorgs@slu.edu, and let them know of the approximate price. The Student Involvement Center will then create a request for your goods/services to be purchased. Once the goods/services are obtained the organization will then need to provide the Student Involvement Center with an invoice, a list of the goods/services received with the statement of what is financially due.

Steps to make a Purchase Order

1. Student organization contacts vendor for approximate price
2. Student organization submits price to the Student Involvement Center
3. Student Involvement Center makes a goods/services request
4. Purchase request and Missouri Tax Exemption Form given to vendor by the Student Involvement Center
5. The Student Involvement Center will inform the student organization when the purchase order has been submitted to the vendor
6. Organization receives goods/services
7. Organization submits invoice to the Student Involvement Center, within two business days of receiving goods

3. Direct Payment Voucher

The Online Direct Payment Voucher (DPV) is used mainly for the payment of approved services, but may also be used for reimbursement purposes. When using a DPV, organizations must inform the vendor/provider that the services are for Saint Louis University and that it is tax exempt. All requests for a DPV for services must be made ten business days prior to your event.

Common uses for a DPV for approved services:

- **Speaker/Lecture Fee/Honorarium:** Payment to any approved speaker
- **Professional Entertainment:** Payment to any approved entertainer. ie. comedians, musicians, magicians, sound services
- **Dues:** Payment to National Organizations for National Charter
- **Local Conference Registration:** Payment of registration fees to companies and organizations for seminars and conferences held within 50 miles of Saint Louis University

Steps to make payment from a Direct Payment Voucher:

1. Come to the Student Involvement Center (Busch Student Center Suite 319) to discuss the purchase that needs to take place.
2. Include all necessary documents (ie. Independent Contract Agreement, W-9, Invoice, Receipts.)
3. Student Organization should verify with the service provider of when the payment would be needed to be made.
4. Receive services.

Reimbursements: Reimbursements will not be given if a student member makes a direct payment to an individual (ie. speaker, entertainer, etc.) for services. A reimbursement may only occur if the purchase was for goods that

were tax exempt. The original receipt/invoice must be included when a DPV reimbursement request is made.

Steps to receive reimbursement from a Direct Payment Voucher:

1. Come to the Student Involvement Center (Busch Student Center Suite 319) to discuss the purchase of goods that took place, within ten business days
2. Complete the student reimbursement request form

NAME: _____

CELL PHONE: _____

BANNER #: _____

ORGANIZATION: _____

EVENT/REIMBURS _____

DATE OF EVENT: _____

MAIL STOP CODE (MAILBOX #) _____

3. Include all necessary documents (ie. Invoice, Receipts.)
4. Student will receive reimbursement.

4. Inter-Departmental Orders

An Inter-Departmental Order (IDO) can be used to transfer funds between University departments and/or Student Organizations. In order to request an IDO, contact the Student Involvement Center(slustudentorgs@slu.edu)ten business day in advance.

Examples of use of an IDO include:

- Payment to the Simon Recreation Center
- Payment to the Xavier Theatre
- Payment to another Student Organization for services provided

5. Travel Requests

For any travel of a student organization that is funded by the Student Activity Fee, you will need to contact the Student Involvement Center (slustudentorgs@slu.edu). The Student Involvement Center will then assist with the payment of your organization's registration, transportation, and lodging.

The student organization will be responsible for any fees that exceed what was given to them through the Student Activity Fee. Travel requests must be made twenty business days prior to the departure of the trip.

Steps to make a travel request from your organization:

1. Contact the Student Involvement Center(slustudentorgs@slu.edu or 314-977-2805) to set up a time to meet.
2. Bring all information that will be needed for payment of travel (i.e. conference registration details, transportation options, possible lodging options) to the meeting
3. Submit the full list of attendees on the travel request, with full name, date of birth, and gender
4. The travel accommodations are made by the Student Involvement Center
5. All reservation information made will be given to the student organization point of contact
6. Return all necessary documents back to the Student Involvement Center, after returning back to the university within two business days

6. Deposit of Funds

A Deposit of Funds occurs when a student organization wishes to deposit revenue into their organization's funds. You must submit organization revenues to the Student Involvement Center one business day after receiving it. Cash and checks made out to your organization are acceptable for organization deposits. All funds should be deposited one business day after receiving the money.

Examples of student organization revenue include: dues collected, donations, or profit share checks.

Steps for Making Deposits into your Funds

1. Organization collects the money
2. Organization brings the money to the Student Involvement Center
3. Confirm the fund number of your Organization with the Student Involvement Center
4. Give detailed description of why and how the money was collected
5. Student Involvement Center gives the organization a receipt for funds deposited
6. Student Involvement Center deposits the money

7. Cash Handling Guidelines

When collecting money for organizational purpose, i.e. membership dues, ticket or event sales, fundraising, or selling of items; please use the following guidelines:

Cash and checks

Please make sure all checks are payable to Saint Louis University. Verify the written amount on check agrees with the numerical amount. Do not accept stale dated or postdated checks. The university will only accept US currency.

Timeliness of deposits

All the money for deposit should be submitted to your organization's financial administrator within 24 hours of receipt. Please make every effort to limit the amount of coins (the on-campus bank assist with coin to dollar currency transition), when depositing cash.

Security and Safekeeping

All cash and checks should be stored in a secure on campus location. Access to secure storage and combinations to secure storage should be limited to designated personnel only and a list should be maintained of those individuals and their respective access.