

Tips about the System

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FOOD WAIVER

If you are having food at your event, and it was **NOT** purchased through Sodexo, then you must complete a food waiver on the Student Activities website, under the Forms and Policies section. You will receive an email from Steve Pagios regarding whether your waiver was approved. If it was approved, please print out that email approval and submit it with your PRF and any receipts.

All PRF's without an approval email will be returned as incomplete. An allocation for food does NOT automatically grant a food waiver, even if the requested allocation lists non-Sodexo food.

CONTRACTOR PAYMENTS

If you are hiring any sort of contractor (coach, trainer, speaker, performer), there are several steps that must be followed to allow a contractor to come onto campus and for that contractor to get paid.

1. Send the contractor the ICA and Brandeis W-9 to be completed, signed and scanned back. Also, please ask the contractor for an invoice.
2. Hand in the ICA, W-9, and any contract you've received to the Student Activities office on the 2nd floor of the SCC to be signed by Stephanie Grimes and Andrew Flagel.
3. After Student Activities contacts you to retrieve your documents, submit an NEPRF with the signed ICA, W-9, and invoice to the Romper Room. This should be done 3 weeks before payment is needed.

A contractor should never begin work or be on campus until AFTER the contract has been reviewed by student activities and signed by Andrew Flagel (step 2).

Never pay the contractor out of pocket. This violates tax laws, and therefore you WILL NOT be reimbursed. **There will be absolutely no exceptions to this policy.**

Every individual invoice requires a separate NEPRF. We will not accept "combined" invoices.

CONFERENCE AND EVENTS SERVICES COSTS AND PAYMENTS

Please be aware your club will be held responsible for any CES costs that relate to your event. If the event has food, you must order a custodian for \$250. There is a \$225 cost for security should your event need it. Audio and Visual equipment rental is \$25. Some costs may be higher depending on the event. Any overdrafts not covered by A-Board allocations will be taken from Fundraising/Gift funds.

You may contact Kim Callahan for any questions about CES. You can also attend Jump Start meetings at 3PM every Monday, in Shapiro 315, to obtain assistance with planning your event and estimating CES costs.

If you using CES for your event, please understand that all transactions are completed internally and do not require any request forms from SUMS. They are added to SUMS when you finalize your resources with CES.

EQUIPMENT AND ORDERS >\$1000

Students should not place any order WHATSOEVER exceeding \$1000. Any purchases that exceed \$1000 must go through the Treasurer and the Budget Analyst to be reviewed. These purchases may require additional documentation. Even for smaller purchases, it is preferable to use the Treasury's P-card when possible. For travel, please book through the Travel Portal with the help of the Treasurer.

SWAG BRANDING

If your club is ordering swag, which includes item giveaways for promotion purposes, clothing for promotion purposes, or club apparel, you must have Brandeis University wherever there is text. For instance, if a T-Shirt has text on the front and back, then it must also have Brandeis University on both sides. Please email your design to clubfinance@brandeis.edu to have your design approved by Student Activities.

EXCLUSIVE VENDORS

All office supplies must be ordered from WB Mason, and all computers should be ordered from either Dell or Apple. Charter buses should be set up through Mark Jay in the Procurement Services department (CC the Treasurer and Stephen Costa for details).

CHART STRINGS

Sometimes a department might ask you for a chart string for an internal transaction (a transaction between University departments where no check is cut, but funds are transferred). For audit reasons, **clubs are not authorized to provide this**. Instead, please have the department email clubfinance@brandeis.edu. All internal transfers **MUST** be authorized through the Budget Analyst in this manner.

COPY CENTER

When making copies of flyers at the Copy Center, you will need to provide your club name and the funding source you would like to use (SAF, Fundraising, or Gift). If it is for flyers to post, you must also provide the Student Activities email authorization to post your material. The Copy Center will then email this information to the Budget Analyst, who will provide a chart string for them to proceed with printing.

GENERAL PAYMENT INFORMATION

When hiring Brandeis students as contractors ("SPF"), they can only be paid on the 15th and 30th of each month (and only on the 15th in May, June, and December). There is a VERY long and *unavoidable* delay between turning in a Student Payment Form and the issuance of payment (usually four to eight weeks).

All forms turned in must be printed on white 8.5 x 11 paper only. All receipts must be taped down within the margins of the page. Receipts may NOT be folded over themselves or stapled, however they may be cut into pieces to make them fit on a page. Original receipts should be used whenever possible. If you place an online order, a copy of a bank or credit card statement confirming the payee ("provider name" in SUMS) made the payment is required (this must include the name, vendor, and amount).

You may not "combine" forms. Every payment requires its own form with its own copy of documentation. If two or more clubs are sharing funds to make a single payment, please email clubfinance@brandeis.edu and arrange for funding to be transferred to one club to make the full payment. DON'T make two PRF's for that.

Do not just write "ICA and W9 on file" in Special Notes. You must specify *which* NEPRF ID has the proper documents. Also, a new ICA is required for every funding period; you cannot just refer to an old ICA and "roll it over." Failure to comply will constitute an incomplete form which will not get paid.

The end of the semester is a very busy time, not just for clubs but for the University as a whole. We very strongly advise you to turn in requests as soon as you are able. If you turn things in too late, they might end up sitting in your mailbox over the entire break. In general, **it will take a minimum of three weeks for a check to be mailed out** after you submit any correct and complete form to the Student Union. Within a month of the end of the semester, it is advisable to request reimbursements be mailed to your home address.

Additional information can be found on the Student Union website.
Please contact clubfinance@brandeis.edu with any questions.