



TREASURERS' GUIDE 2011-2012

Stephen S. Asay
Vice President of Finance

Shirley Liang
Deputy Vice President of Finance

Kristine Hsu
Mitch Zuckerman
Financial Comptrollers

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Prepared and presented by the
OFFICE OF THE TREASURY
Student Bar Association
The George Washington University Law School

1919 Pennsylvania Avenue NW
Washington, DC 20052
sbamoney@law.gwu.edu
<http://www.gwsba.com>

1. General Financial Information

a. C Fund

The C Fund contains money allocated to a student organization by the SBA through the annual budgeting process. This fund is available from the time the final budget is ratified by the Senate (mid-September) until the end of the academic year. Toward the end of the academic year, the Vice President of Finance (VPF) will announce a freeze date for the C Fund, after which any expense that a group incurs must be drawn from that group's R Fund. The University reclaims any remaining funds at the end of the fiscal year.

b. R Fund

The R Fund contains money raised by student organizations. Unlike the C Fund, the R Fund is spent at the discretion of the organization; no budget for its expense needs to be submitted. All funds raised by a student organization are deposited into that group's R Fund. The R Fund is not subject to reclamation during the annual budget freeze, i.e. funds roll over into the following academic year. However, money from this fund may be impounded and reclaimed by the SBA in the event that a group becomes inactive or is sanctioned by the Senate.

Groups may not, under any circumstances, deposit money into their C Fund or transfer money between the two funds. Groups also may not maintain separate bank accounts. It is very unwise to refrain from depositing money with the university in an effort to avoid the stipulations, restrictions, or procedures associated therewith. In the event that money raised by a group is lost or stolen prior to deposit with the SBA, that loss will not be compensated.

c. Fundraising Requirement

Every student organization must hold at least one fundraiser each year in order to remain eligible for funding from the SBA. If a group fails to conduct a fundraiser, it forfeits funding for the following year. Repeated violations may lead to the group's charter being revoked. A fundraiser can be as simple as collecting dues from members or holding a bake sale, or as elaborate as an auction or soliciting donations from law firms.

d. No Bypassing the SBA

All financial transactions must go through the SBA. Student organizations are not allowed to petition any entity within the University, including the deans and the undergraduate Student Association, for funding. This rule exists for several reasons, including a request from the deans.

Student organizations need not go through the SBA to solicit funding from law firms, BarBri, Westlaw, Lexis, or any other outside sponsor. However, all checks must be made out to The George Washington University Law School Student Bar Association (or some variation using acronyms), and all deposits must be made via the SBA.

Certain larger events have traditionally collected money through credit card transactions. Deposits of those slips must go through the VPF just like all other financial transactions.

e. Sanctions

SBA Bylaw 602(a)(9) mandates that all student organizations comply with all provisions of the SBA Bylaws. The Bylaws further require student groups to comply with regulations established by the Legislative and Executive branches of the SBA. Therefore, any violation of the Bylaws or the policies established by the Senate, the Finance Committee, or the VPF subjects an organization to possible sanction.

The sanctioning process is outlined in Bylaw 602(b). The Senate may, by a majority vote, impose any sanction that it deems appropriate, including, but not limited to: censure, impoundment and reclamation of an organization's funds, loss of eligibility for student activities funding, and suspension of privileges. The Senate may even withdraw official recognition of a student group by a two-thirds vote.

Under no circumstances does the SBA want to employ these sanctions, so please read this guide carefully, and comply with its provisions.

f. Office of the Treasury

The Vice President of Finance heads the Office of the Treasury. The VPF is responsible for directing internal SBA spending, overseeing the annual budget process, administering the SBA PayPal system, and resolving special complex circumstances. The VPF is also available to assist student organizations with any fundraising needs that may arise.

In conjunction with the VPF, the Office of the Treasury staff is responsible for communicating with and responding to student organizations, including serving as a liaison between the SBA and the Student Association. The Financial Comptrollers are the direct contact for student groups concerning reimbursements, and they process all reimbursement requests and deposits from student organizations.

The Office of the Treasury may be contacted for general matters via its email account at sbamoney@law.gwu.edu. Individual officers may be contacted as indicated below:

Stephen S. Asay
Vice President of Finance
sasay@law.gwu.edu

Shirley Liang
Deputy Vice President of Finance
xliang@law.gwu.edu

Financial Comptrollers

Mitch Zuckerman (groups A – E)
mzuckerman@law.gwu.edu

Kristine Hsu (groups M – Z)
khsu@law.gwu.edu


Incoming 1L to be determined (groups F – L)
Until announced please contact Deputy VPF Shirley Liang

2. Depositing Funds

All funds raised by student organizations must be deposited with the Office of the Treasury. It is a violation for any student organization to maintain a separate bank account not associated with the University Finance Office.

To deposit funds, a group must completely fill out the Deposit Form (plus the Check Deposit Addendum if more than five checks) (see below and following page) and place it with the funds in a sealed envelope with the organization abbreviation on the outside. The envelope should then be placed in the SBA mailbox in the Records Office or in the secured dropbox located in Stuart 213.

IMPORTANT: Do not endorse checks prior to deposit; the law school finance office endorses all checks.



SBA
Student Bar Association

FOR SBA FINANCE USE ONLY

Ref. No: _____ Date: ____/____/____

Cash: \$_____ Checks: \$_____

TOTAL: \$_____

Signature: _____

DEPOSIT FORM

ORGANIZATION: _____ ABBREVIATION: _____

TREASURER: _____

SIGNATURE: _____ DATE: _____

SOURCE OF INCOME

DEPOSIT AMOUNTS

If you have more than five checks, please use a Check Deposit Addendum. Under "Checks" on this form, write "Addendum" as the "Check Author" and use the Addendum subtotal as the "Amount."

CASH		CHECKS		
\$100	X	_____	_____	_____
\$50	X	_____	_____	_____
\$20	X	_____	_____	_____
\$10	X	_____	_____	_____
\$5	X	_____	_____	_____
\$1	X	_____	_____	_____

CHECK NO.	CHECK AUTHOR	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SUBTOTAL: _____ SUBTOTAL: _____

TOTAL: _____

- Please place in a sealed envelope (with your organization abbreviation) in the SBA mailbox in the Records Office or in the secure dropbox currently located in Dean Molinengo's office on the second floor of Stuart. -

Brief description of the source of funds

List each check separately; if more than five, use Check Addendum form

must contact the VPF to request a cash box, and if one is available, the VPF will provide the box as well as a certain amount of “seed money.” Groups may use this money to obtain small bills for making change and should return that amount and the box as quickly as possible. The Deposit Form must still be used to deposit any funds the organization raises. DO NOT simply return the cash box with the money raised.

Second, a group may request the use of the SBA PayPal account. The organization should contact the VPF to make this request, providing the name and description of the item for sale, the time frame the sale will be available, price, and any variables on the item. The SBA will set up a PayPal “button” that can be provided to the organization in two ways: a hyperlink that can be emailed to members and used by anyone and as HTML code that can be embedded on a group’s website. Once the sale is complete, the VPF will withdraw the funds and deposit them into the group’s account as soon as they are received.

There are two important things to keep in mind when using PayPal. First, PayPal takes a portion of any purchase made. As of the time this was written, they charge a baseline \$0.30 on each transaction plus 2.9% of the transaction total. For example, if an item is offered for \$15.00, the group will only receive \$14.26. There is also a \$1.50 fee for withdrawing funds. Furthermore, once the sale is closed and the funds are withdrawn, it takes at least two weeks for the check to arrive.

3. Obtaining Additional Funds

a. Ad Hoc Fund

The Ad Hoc Fund is a supplemental source of funding for organizations still in their probationary period or for organizations that are more active than they anticipated during the budgeting process.

To obtain Ad Hoc funds, a student organization (or multiple organizations) must submit a completed Ad Hoc Request (see following page) with supporting documentation to the SBA mailbox in the Records Office. Applicants must also notify the Senate Finance Committee Chair and the VPF by email. It will be at least one full week – usually two or more – from the time a group notifies the Committee Chair and VPF to the time the Senate makes a decision. The Senate generally only meets twice per month.

The Finance Committee will meet with the group requesting funds; applicants should be prepared to present their request and answer questions from the Committee. As always, the Committee is more likely to fund a request if more detail is provided, showing that actual planning has occurred. The Finance Committee will consider factors such as the nature and purpose of the event or purchase, the size of a group's initial budget allocation and how it has been spent, and the amount of a group's fundraising efforts. This is not an exhaustive list; numerous factors may come into play.

The Finance Committee will present the request and its recommendation to the full Senate, which will vote on its disposition. Applicants should be prepared to orally present their request to the full Senate and answer questions. If a request is granted, money will be transferred into the R Fund of the requesting entity. If the requesting entity is an amalgam of student organizations, or not a recognized entity, the SBA may create a special account for that ad hoc allocation.

Groups may only spend money obtained from an Ad Hoc request for the purposes stated in the application and approved by the Senate. The SBA will reclaim any funds that are not spent in connection with the request. For example, if a group applies for and receives an allocation of \$250 for a speaker event and spend only \$225 of that on the event, the SBA will reclaim the remaining \$25. It may not be used for any other purpose.

b. Organizational Oversight Preparedness Supplement (OOPS) Fund

The Organizational Oversight Preparedness Supplement (OOPS) Fund was created by SBA Bylaw 908. The Finance Committee may allocate funds from this account without full Senate approval. The purpose of the Fund is to cover unforeseen, immediate, and necessary expenses when the Senate is otherwise unable to hear the request. For example, if a student organization acutely needs money after the last Senate meeting of the fall semester but before the holiday break, it may petition the Finance Committee for funding from the OOPS Fund. Such requests must be for truly immediate needs; the Finance Committee may only entertain those requests that it deems truly extraordinary. Requests for disbursement from this fund should be made directly to the Senate Finance Committee Chair, with a copy sent to the VPF.



FOR SBA FINANCE USE ONLY
 Ref. No: _____ Date: ____/____/____
 Ad Hoc No: _____ Senate Bill No: _____
 Transfer _____ from Ad Hoc to _____ R Fund
 Signature: _____

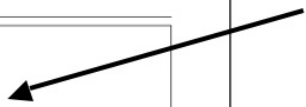
AD HOC REQUEST

ORGANIZATION: _____ ABBREVIATION: _____
 PRESIDENT: _____ TREASURER: _____
 SIGNATURE: _____ SIGNATURE: _____
 DATE: _____

ORGANIZATION INFORMATION

NUMBER OF MEMBERS: _____
 ORGANIZATION PURPOSE: _____

Brief description of organization purpose



ACTIVITY / PURCHASE

Itemized description of how requested funds are to be used



TOTAL AMOUNT REQUESTED: _____
 Attach Price Quote, Invoice, or Itemized List of Expenses (REQUIRED):

Itemized quote, invoice, or list of expenses REQUIRED; there are no exceptions



CURRENT C FUND BALANCE: _____ CURRENT R FUND BALANCE: _____

- Submit this form to the SBA mailbox in the Records Office and notify the Senate Finance Committee Chair (LSRubin@law.gwu.edu) and the Vice President of Finance (sbamoney@law.gwu.edu). -

- Please be aware that it may take as long as three weeks to schedule your hearing before the full Senate. -

4. Utilizing C and R Funds

a. Authorization of Disbursements

Only the VPF or his designees may authorize the disbursement of funds from student accounts. This rule exists because the SBA must have proper and accurate records of all student accounts in order to function effectively and help all student groups get the most out of the money available to the student body. Moreover, funds that the SBA allocates to the various student organizations (C Funds) may only be spent in compliance with the SBA Constitution and Bylaws.

To this end, no student organization or SBA officer may request funds directly from the University or Law School finance offices. Such requests will be denied. Repeated violations of this rule will expose an organization to sanction by the Senate, which can be severe.

Keep in mind that the University is a tax-exempt organization. All student groups should take advantage of this fact, as not paying tax will save quite a bit of money. All student organizations are strongly encouraged to minimize the cost of sales tax by making arrangements in advance and with vendors who recognize the University's tax exemption. The University's tax exemption forms can be found at http://financeoffice.gwu.edu/taxpayrollbenefits/tax/gen_uni_taxes.html.

Requests will only be honored if made on the proper forms and supported by the proper documentation. Organizations are encouraged and requested to obtain these forms from the SBA website (www.gwsba.com) each time one is used, so as to ensure that it is the most recent version. The electronic documents are in fillable PDF form that will automatically perform any necessary calculations, eliminating handwritten mistakes.

b. Deadlines

All reimbursement requests should be submitted within thirty (30) days from the date of purchase. Any request for reimbursement from a student group's C Fund that is submitted more than thirty days from the date of purchase will automatically be categorized as a request from the group's R Fund. **Any reimbursement requests submitted more than sixty (60) days after the date of purchase will not be honored.**

IMPORTANT: These deadlines are a matter of University policy, not SBA rules. Therefore it is impossible for the SBA to make an "exception" regardless of the circumstances. This includes those requests that lack complete documentation, even if they are submitted before the sixty-day deadline.

If for some reason a group believes that it will not be possible to meet this timeframe, it must contact the VPF before the sixty days have expired, and preferably before the purchase is made. In limited circumstances, the VPF may choose to advocate on an organization's behalf if a request is submitted beyond the deadline, but the SBA is not responsible if that request is denied. If, however, an organization contacts the VPF after the sixty-day deadline, the reimbursement will be denied.

c. *Special Spending Rules*

i. Catering

GW Catering (Sodexo) and the Uptowner are both catering options that student organizations may use to avoid out-of-pocket expenses. While a group can avoid having members make payments, these services tend to be more expensive than other options. This is particularly true of GW Catering.

Student organizations must contact these vendors directly to arrange for event catering. Once an agreement is reached, the contract must be provided to the VPF for approval. Direct billing can only occur if the vendors have the proper account codes, to which student organizations do not have access. The VPF will submit the finalized agreement for payment.

ii. Contracts

All contracts with vendors, both within the University and without, must be approved by the VPF. No group has the authority to accept legal obligations on behalf of the University. Because of the liability involved, violation of this rule will result in serious sanctions. Please consider the time required for this process when planning your event.

iii. George Washington University Branding

Any time a student organization purchases merchandise (shirts, pens, glasses, etc.) that has the name or logos of The George Washington University, it must comply with the rules of the University's Licensing and Trademarks Program. This means any time "George Washington," "GW," "Colonials," or anything remotely similar appears on an item, the group must contact the University for approval. Please note that this is a University office; it is not associated with the Law School in any way.

An organization must send an email with its intended design and vendor to ltp@law.gwu.edu **BEFORE** an order is placed. Once approval is obtained (usually in the form of an email), that approval and a copy of the design must be included with any reimbursement or direct payment requests submitted to the SBA. If the design is not approved or that documentation is not included, the requests will be denied.

Additional information regarding approved logos and licensed vendors can be found at: <http://gwired.gwu.edu/ltp/welcome>.

iv. Gifts

University policy, not SBA rules, prohibits the reimbursement of any expense for "gifts." However, the Law School will allow reimbursement for giveaways, prizes, or gift cards. In order to be reimbursed for such items, the student organization must provide the name and address of each recipient.

v. Honoraria

The University does not allow student organization funds to be used to pay honoraria to speakers. If you would like to get a speaker to come to campus, your student organization may pay for travel, lodging, and food expenses. Under no circumstances may someone be paid for speaking.

vi. Security

Security is required for all on-campus events involving alcohol. The Gavel Club and the Law School arrange security for Thirsty Thursdays. Organizations hosting Thirsty Thursday must simply comply with CADE rules regarding RAM-certified students.

For other events, each student organization is responsible for arranging and paying for security through the University Police Department. The request form can be found on the UPD website (<http://gwired.gwu.edu/upd>) under “Services > Make a Request for Service.” The form will ask for account information so that UPD can directly bill the Law School; therefore, student organizations must contact the VPF in order to complete security arrangements.

vii. Spending Restrictions

All programs, activities, or services, whether partially or wholly funded by the SBA (paid for out of the C Fund or using Ad Hoc Funds), must be open to and adequately advertised to the entire student body of the Law School. Such events must also be held for the Law School community; alternately, if the event is open to the public, a substantial majority of attendees must be members of the Law School community. This means executive transition dinners, activities open only to group members, or activities and purchases that are not for the benefit of the Law School or law students may not be funded by SBA monies. Any non-compliant expenses submitted with a request for the C Fund will instead be reimbursed from the group’s R Fund.

Money from the SBA also may not be spent on political campaigns of individuals, nor may any SBA funds be used in support of, or to intervene in, any campaign for public or campus office. Obviously, groups such as the GW Law Democrats are going to sponsor events that support Democratic ideals, but under no circumstances may SBA granted monies be spent on campaign fundraisers or the like.

viii. Travel

Before making any travel arrangements, please consult the Travel and Entertainment Policy available on the University Procurement website (<http://www.gwu.edu/~supchn/pcard.html>). Generally, student organizations should be aware that the University will allow reimbursements for hotel, airfare, and meal costs. If traveling by car, rental costs may be reimbursed, but the University will not allow reimbursements for insurance costs. Additionally, reimbursements for gas purchases are not allowed; travel may be reimbursed at the current federal rate (\$0.51 per mile as of writing) as long as a travel route is included with a reimbursement request.

d. Reimbursement Requests

Reimbursement requests are the most common form of disbursement. They should be used for smaller items or in situations where obtaining an invoice in advance is not possible or practical. In these situations, a student can use his or her own funds to pay for the expense and submit a reimbursement request after the fact.

Caution: Make sure purchases comply with SBA and University rules. If a purchase is made in violation of the rules, the reimbursement will not be processed and the student will have lost that money. There is no recourse.

Reimbursement Requests should be filled out completely (see following page) and placed in the SBA mailbox in the Records Office along with all required supporting documentation. The VPF strongly recommends that organizations photocopy the request form and all supporting documentation.

Student organizations should allow for three weeks, at a minimum, from when they submit a request to when the person receives his or her reimbursement. Please understand that this process takes time. Once requests are submitted, they must be picked up and processed by the organization's Financial Comptroller, then submitted to the Law School finance office. One person in the finance office is responsible for all SBA-related expenditures in addition to administration and faculty requests and payments. At certain points throughout the year this can cause a delay in processing. From the finance office, requests are submitted to University accounts payable, which will review all documentation and finally issue a check.

Checks will be mailed to the address provided on the Reimbursement Request. However, if the University has ever employed the person being reimbursed (this would include something like undergraduate work study), the reimbursement may be directly deposited in that person's account. If someone complains that he or she has not yet received a reimbursement, organizations should first request that the individual check his or her bank accounts to ensure that the money was not automatically deposited.

Proper supporting documentation must be provided with every reimbursement request. Such documentation must reflect the amount to be reimbursed (or the total cost should an organization or individual seek only a partial reimbursement) and must provide evidence that the amount has been paid. The VPF recommends against the use of cash for school-related transactions as there is no back-up supporting documentation like a bank statement should the need arise.

Supporting documentation checklist:

- Original, itemized receipt (photocopies not acceptable)
- Original, photocopied, or online printout of bank or credit card statement (for cards)
- Copy of front **and** back of cashed check (for checks)
- List of attendees if less than 35 in attendance
- Event flyer (required for C Fund requests)
- Names and addresses of recipients of giveaways, prizes, and gift cards

Reimbursements submitted without complete documentation will be held until complete documentation is received; this may cause a request to exceed either of the applicable deadlines.

SBA
Student Bar Association

FOR SBA FINANCE USE ONLY

Ref. No: _____ Date: ____/____/____

Amt: \$ _____ Org: _____ Fund: R C

Amt: \$ _____ Org: _____ Fund: R C

Signature: _____

REIMBURSEMENT REQUEST

ORGANIZATION: _____ ABBREVIATION: _____

TREASURER: _____

SIGNATURE: _____ DATE: _____

ACTIVITY / PURCHASE

NUMBER IN ATTENDANCE: _____ List Attached if Fewer Than 35 in Attendance:

REIMBURSEMENT AMOUNT: _____ Original, Itemized Receipt or Invoice Attached:

TOTAL COST OF ALCOHOL: _____ DATE OF PURCHASE: _____ Date Corresponds to Date on Original Receipt:

Credit Card / Bank Statement Attached if Purchased by Credit/Bank Card:

Copy of Front and Back of Canceled Check Attached if Purchased by Check:

FUND REQUEST: C R Advertisement Attached for C Fund Request:

EVENT OPEN TO WHOLE SCHOOL: YES NO

EXPENSE FROM AD HOC FUNDING: YES NO

REIMBURSEMENT CHECK RECIPIENT

NAME: _____ ADDRESS: _____ PHONE: _____ EMAIL: _____

GWID: _____ U.S. CITIZEN: YES NO

GWU EMPLOYEE: YES NO

SIGNATURE: _____

- Please allow two to three weeks for processing. -

Alcohol may come from C Fund

- REQUIRED:**
- Statement showing purchase if using credit or bank card
 - Front/bank of cashed check, usually available online, if using check

Brief description of expenditure

REQUIRED:
Original, itemized receipt (shows all items purchased)

REQUIRED:
Flyer if requesting from C Fund

Must use SSN for those without GWID

e. *Domino's Pizza Purchases*

Many student groups order pizza for meetings and events. The Law School has an arrangement with Domino's so that student groups can order pizza without having to pay up front. If a group wishes to order from a vendor other than Domino's, it is free to do so, but a member will have to pay by cash, check, or credit card and go through the reimbursement request process.

The procedure for ordering pizza from Domino's is:

- Call 202-223-1100 several hours in advance of the time at which you want the pizza delivered. The larger the order is, the earlier you should call.
- Fill out a Domino's Pizza Form.
- Hand the pizza form to the delivery person when the pizza arrives. Nothing needs to be submitted to the SBA. Once the SBA has received the invoice from Domino's, the student organization's designated Financial Comptroller will pay the invoice from its specified funds.

f. Direct Payment Requests

The Direct Payment Request (see following page) may be used to request direct payments for items both prior to purchase (preferred) and after purchase (if the group receives an invoice). Utilization of this process means that no member of a student organization must pay for the item out of pocket. This method of payment should be utilized for any large purchases.

These requests can be a lengthy process, so organizations should take that into consideration when planning. The Direct Payment Request details the process required when submitting a request. Before any SBA form is submitted, an organization **must** verify with the finance office that the vendor to which they wish to make a payment is set up in the University system. The University will not issue a check to a vendor that has not been verified.

If a vendor is not already in the system, the student organization is responsible for working with the finance office to establish the vendor in the system before a direct payment may issue. This requires the organization to provide the vendor with the Supplier Registration Form (available at <http://www.gwu.edu/~supchn/forms.html>). When that form and all associated documentation have been completed and filed with the finance office, that office will proceed to verify the information provided against IRS records. If information is not consistent, the vendor will have to provide corrected documentation.

Only after verification is complete may a student organization submit a Direct Payment Request. The form must be filled out in full (see following page) and placed in the SBA mailbox in the Records Office. You must also email the VPF as soon as you submit the form to ensure that he or she is aware of the request.

After a request is submitted, as long as the student organization verified the vendor prior to submission, the VPF will submit the Direct Payment Request as quickly as possible. Once reviewed by the finance office and submitted to accounts payable, it generally takes a minimum of ten (10) business days for a check to issue. Again, the Direct Payment Request is not possible for purchases made on a short deadline.

Student organizations should use the Direct Payment Request for any large-scale expenditure. This streamlines the payment process and also ensures that none of your members are in jeopardy of losing large amounts of money. Reimbursement requests are not guaranteed; the Direct Payment Request is the only way to guarantee that payment will come from your group's accounts. If a direct payment does not seem possible for any reason, student organizations should contact the VPF directly concerning large-scale purchases, and he or she may be able to assist with the process.

Direct payments are not possible for things such as happy hours or purchases from CVS; it must be a situation in which the organization is working with an invoice or contract. Also note that this process is entirely separate from the licensing and trademarks process. If purchasing any items/products that use GW on them, an organization must still have the designs approved by Licensing and Trademarks.



FOR SBA FINANCE USE ONLY
Ref. No: _____ Date: ____/____/____
Amt: \$____.____ Org: _____ Fund: R C
Amt: \$____.____ Org: _____ Fund: R C
Signature: _____

DIRECT PAYMENT REQUEST

ORGANIZATION: _____ ABBREVIATION: _____
TREASURER: _____
SIGNATURE: _____ DATE: _____

ACTIVITY / PURCHASE

DATE OF EVENT: _____ (if applicable)

FUND REQUEST: C R Advertisement Attached for C Fund Request:
EVENT OPEN TO WHOLE SCHOOL: YES NO
EXPENSE FROM AD HOC FUNDING: YES NO
AMOUNT DUE: _____ PAYMENT DUE DATE: _____
INVOICE NUMBER: _____ Detailed Price Quote or Invoice Attached (REQUIRED):

VENDOR INFORMATION

COMPANY NAME: _____
COMPANY ADDRESS: _____
CONTACT PERSON: _____
PHONE NO: _____ EMAIL: _____

VENDOR VERIFICATION PROCESS

- Contact Cheryl Amado (camado@law.gwu.edu) in the Finance Office to see if the vendor is established.
 - If yes, complete this form and submit it with the quote or invoice to the SBA mailbox in the Records Office.
 - If no, you must provide the vendor with a Supplier Registration Package (see Treasurer's Guide).
 - When you obtain the completed Package (with IRS Form W-9), submit to Ms. Amado for verification.
 - When you have confirmed with Ms. Amado that the vendor is established, submit this request as above.
- Please be aware that once the vendor is verified/established, you must allow at least ten business days for the university to issue a payment. -

Brief description of expenditure

Invoice or contract REQUIRED

Required process to verify vendor is established in University system

5. Frequently Asked Questions

- Where are all of these forms located?

Everything can be found on the SBA website (www.gwsba.com). Student groups should always download forms from the website to get the most current version. All of the forms can be filled out on a computer, which makes it easier on everyone. Please remember that multiple people must handle organization paperwork; it makes their jobs much harder if the forms are illegible.

- Why does the SBA have power over how student groups spend money?

The SBA retains discretion over how organizations spend the money they receive for the simple reason that it is money from the SBA. It must thus be used in compliance with the SBA Constitution, Bylaws, and policies. A group's R Fund may be spent at the discretion of a group; however, such spending must also comply with University and Law School policies and with the SBA Constitution because all groups are chartered under that document. Therefore, to ensure the integrity of student organization finances, all monies must be accessed through the SBA.

- What happens if a student group overspends its budget?

If a student group incurs expenses that exceed its C Fund budget, the difference will be deducted from the group's R Fund. If there are insufficient funds in the R Fund to cover the expense, the SBA may (a) deny reimbursement altogether or (b) partially approve the reimbursement utilizing the entire remaining R Fund. The VPF cannot authorize a group to "go into the red."

- What happens if a student group ends the year with a surplus?

The University reclaims any unused C Funds at the end of the fiscal year. This does not necessarily provide an incentive to go on an end-of-the-year spending spree; groups must spend in conformity with their budgets, and inappropriate events or expenditures may not be eligible for reimbursement. Any remaining R Funds are rolled over into the group's R Fund for the following year.

- What if two or more groups wish to co-sponsor an event? Can one group donate to another?

Groups must make their own arrangements for sharing expenses, etc. Such agreements should be put in writing and submitted to the VPF and the groups' respective Financial Comptrollers, and the amounts will be debited accordingly. The SBA cannot enforce any verbal agreements between groups short of an order from the SBA Supreme Court.

- What do I do if a reimbursement request form was submitted, but no check was received?

First, make sure that the person receiving the reimbursement has checked his/her bank account. Also remember that the reimbursement process takes two to three weeks until a check is placed in the mail. If more than a month has passed, a group may ask its Financial Comptroller to check on the payment's status. Almost without fail, if the recipient and/or the group have not heard from the SBA or the finance office, there is nothing wrong and the process is simply a bit slower than normal for some reason.