

FINANCIAL REQUEST FORM

2008-2009

For Wesleyan Students & Staff

This form is used if you are requesting reimbursement or payment for someone enrolled in or employed by Wesleyan University. Before submitting this form, please ensure that the requested amount of money is available in your 866, 877 or 288 account. You need to have an original copy of a contract or receipt attached to this form in order to be reimbursed or paid. To be reimbursed for travel, you must attach a printed copy of the Mapquest directions (including total mileage).

Please complete the form in its entirety in order to authorize the WSA to pay out of your account. Any blank areas will delay the reimbursement/payment.

Today's Date: ___/___/___

Check Payable to: _____
Individual that needs to be reimbursed or paid.

Check One: U.S. Citizen Permanent Resident Non U.S. Citizen

Please indicate citizenship status of the person being reimbursed or paid.

Wes ID: _____ Wes Box: _____

Type of expense: _____
What are you being reimbursed for? (i.e.: supplies, referee fee, etc.)

Department: _____
If you are reimbursing a staff/faculty member, please write their department address.

How do you want to send out the check? (Check one) Mail to Person _____ Pick up at WSA Office _____

Please indicate which account you want the expense to be taken from and the object code to be used. Please refer to the helpful information regarding accounts and object codes provided on the reverse side of this form.

SBC ACCOUNT

This account is for SBC allocated funds.

SBC Account #866 _____	SBC Request #: _____	Object Code _____	Amount \$ _____
SBC Account #866 _____	SBC Request #: _____	Object Code _____	Amount \$ _____
			Sub-total: \$ _____

INCOME ACCOUNT

This account is for income generated from fundraising or any source other than the SBC or an academic department.

Income Account #877 _____	Object Code _____	Amount \$ _____
Income Account #877 _____	Object Code _____	Amount \$ _____
		Sub-total: \$ _____

DEPARTMENT ACCOUNT

This account is for funds to be obtained from a specific academic or administrative department

Dept #288 _____	Dept Name: _____	Object Code _____	Amount \$ _____
Dept #288 _____	Dept Name: _____	Object Code _____	Amount \$ _____
			Sub-total: \$ _____
			Grand Total: \$ _____

Please complete the following information.

Student Group Name: _____

Date of Event/Activity ___/___/___ Name of Event/Activity _____

PRINT Your name _____ E-mail _____@wes

SIGNATURE _____ Date _____ Phone # (_____) _____
Area Code

SBC REQUEST NUMBER:

When a Student Organization puts in an electronic request for SBC allocations they are automatically assigned a three digit SBC request number. The three digit number will appear online under Transaction Description on the WSA Financial Inquiry report.

EXPENSES:

When a Student Organization spends money the expenses will always be charged to the specific object code that best reflects the nature of the expense. An account number is six digits; the last three digits identify the student group and are the same for both accounts. The first three digits indicate which account an expense should be charged to.

1. If the expense is funded by an **SBC Budget Request** then the expense should be charged to the student organization's 866xxx SBC account in the object code for which an Allocation Request Form was approved.
2. If the expense is funded by current year or prior year income then the expense should be charged to the student organization's 877xxx **INCOME account** in the object code that best reflects the nature of the expense.
3. If the expense is funded by another **department within Wesleyan** then the expense should be charged to that department's account number in the object code that best reflects the nature of the expense. The department head should fill out the Department Contribution Form that is located on the WSA website.
4. It is possible that one particular invoice or expense may need to be split across any or all three scenarios above.

OBJECT CODES:

Object codes are a four-digit number used to describe an expense. Please review the list below.

Object Code	
1600	Student Workers (NOTE: Use this object code for Sound Co-op Workers)
2101	Supplies
2250	Organization/League Dues
2450	Other
2580	Mailing
2600	Telephone
2640	Food and Drink
2915	Athletic Officials
2916	Athletic Entry Fees
2919	Athletic Uniforms
3404	Outside Printing
3570	Honorarium
4509	Travel
4520	Lodging (see object code 5970)
5010	Equipment Rental
5020	Facility Rental
5040	Capital Item: \$1000 - \$5000
5045	Capital Item: Greater than \$5000
5050	Capital Item: Less than \$1000
5421	Film Rights
5905	ITS Media Service
5950	Public Safety/Middletown Police
5970	Campus Guest Accommodations (In-house Use Only)
7920	Physical Plant Labor Charges