FINANCIAL CONTACT TRAINING
2014-2015
AGENDA

• General Financial Information (Do you know..?)
• Collaboration
• OrgSync Registration
• Financial Databases
• Financial Procedures & Processes
• Smartkeys & Account Codes
• Payroll
• Financial Management
• Transportation, Hotel Bookings, Facilities use, etc.
GENERAL FINANCIAL INFORMATION

What All Financial Contacts Should Know
Do You Know...

• Do you know that
  ❑ All student groups must register their student organizations each academic year
    ▪ Whether they are “old” established groups or new organizations

• Do you know that
  ❑ The WSA has two funding resources
    1. Student Budget Committee (SBC)
    2. Concert Committee (CC)

• Do you know that
  ❑ There is a three step process to apply for SBC funding
    1. Complete the online OrgSync Budget Request form
    2. Sign-up for SBC Hearings
    3. Meet with the Committee

❑ There is a two step process to apply for CC funding
  1. Sign-up for CC Hearing
  2. Meet with the Committee
Do You Know...

- Do you know that
  - Student groups can apply for Green Fund Awards
    1. Green Fund (GF)
    2. Apply online at http://greenfund.wsa.wesleyan.edu/

- Do you know that
  - You can view all of your SBC or GF funding requests in OrgSync by accessing the Checkbook link under Treasury
    Note: You must be listed as an administrator or financial contact in OrgSync in order to access budget or checkbook info.

- Do you know that
  - You can have only one financial contact to act as the treasurer of your group, but you can have as many administrators as you like

- Do you know that
  - You no longer have to be affiliated with a student group to request funds from Concert Committee
Team Building

COLLABORATION
INTERNAL COLLABORATIONS
EXTERNAL COLLABORATORS

**SBC & CC Chairs**
*Budget Requests*
Student Government Chairs

**Student Activities & Leadership Development**
*Contracts*
Elisa Cardona & Bualong Ramiz
Director & Assistant Director

**Student Group Leaders**
*Financial Requests*
Campus Community

**University Relations**
*Gifts from Alum*
Angela Morgan
Department Assistant

**On Campus Departments**
*Alternative Funding*
Department Heads & Administrative Assistants

**Student Accounts**
*Deposits*
Noreen Angeletti
Assistant Director

**Green Fund**
*Sustainability Awards*
Jennifer Kleindienst
Sustainability Coordinator

**Accounts Payable**
*Financial Processing*
Crystal Flores & Tammy Harley
Accounting Specialists

**WSA Office**
*Payments & Reimbursements*
Lisa Hendrix
WSA Coordinator
Managing Your Student Group

ORGSYNC REGISTRATION
Registering Your New Group on OrgSync

1a. Make sure a group similar to yours doesn’t already exist in OrgSync.
1b. Select ‘Browse Organizations’

2. Click ‘Register New Organization’

3. Make sure you create it under the WSA Umbrella

4. Fill in all required fields and click continue and submit
Additional Info On New Groups

While your group may have it’s own OrgSync page, that does not mean that you have a smartkey to request funds with.

• If your group existed before OrgSync you’ll need to go to the WSA Office and speak with a manager about inputting your existing group number into the OrgSync System.

• If your group did not exist before OrgSync then you have to stop by the WSA Office to pick up a new group petition, acquire at least 20 signatures and return the sheet to our office and schedule a meeting with the community committee.
Financial Systems used by WSA

FINANCIAL DATABASES
Wesleyan Financial Databases

Wesleyan’s Financial Databases are used to store or calculate financial data values. There are two financial systems geared towards student groups; OrgSync and WFS. Financial Contacts can store financial data and calculate values by exporting data to Excel utilizing OrgSync and/or your on-campus collaborators can transfer funds electronically to your group to support your event by using WFS.
OrgSync

Outside group management system that was implemented in Fall 2013

- The main goal is to streamline group funding and communication
- Students can register their groups, request funding, and manage their group funds

Wesleyan Financial System

The Wesleyan Financial System (WFS) supports the financial service needs of faculty, staff and students providing a paperless, auditable workflow driven record of virtually all university financial transactions.

*Please note: OrgSync and WFS are not linked*
How to Acquire Funding

FINANCIAL PROCEDURES & PROCESSES
Student Activity Fee funds the SBC & CC Budget

- It is made of a $270 fee set by students to support student activities

Green Fund Fee makes up the Green Fund Budget

- It is made up of a $30 opt-out sustainability fee attached to each Wesleyan student’s tuition fees
1. Register Group

2. Request Budget thru SBC, CC or Green Fund
   a. Request Alternative Sources of Funding
   b. Submit Deposits (if revenue is generated)

3. Compile Financial Receipts, Invoices and/or Contracts
   a. Complete Financial Request
   b. Submit Financial Documents to WSA Office

4. WSA Office Staff Reviews and Processes Financial Documents
   a. Information is submitted to AP who processes checks
1. Go to your group’s OrgSync page and select ‘Treasury’ under the more tab

2. Under treasury select manage budgets

3. Under budgets be sure to select the current budget period (which day you’re going to meet with the SBC)

4. Click ‘New Budget’
After step 2 in filling out the OrgSync form, a pop up box will appear, you must fill it out in its entirety before moving on.
3 Steps to Process Budgets

1. SBC approves budget requests through OrgSync
2. WSA Office Managers or Coordinator processes or approves financial data through WFS
3. ITS moves financial data from WFS into OrgSync
CC and GF FUNDING PROCESS

Concert Committee

- CC approves budget and sends budget list to WSA Office & SALD
- Concert Planners meet with SALD to create or review contract for approved budget
- Concert Planners retrieve fully executed contract from SALD
- Concert Planners must drop off filled out financial request form and contract to WSA Office
- Meet with CC to get budget/concert approved

Green Fund

- Must apply online through the above form and meet with Green Fund
PROCESSING TIMEFRAMES

- **Budget Requests**
  It takes **3 to 5** business days to process an approved SBC budget request

- **Financial Requests**
  It takes **7 to 10** business days to process a submitted financial request form

- **Deposits**
  It takes **5 to 7** business days to process a deposit

- **Transfer Requests**
  It takes **3 to 5** business days to process a group co-sponsorship transfer request
All financial request forms are due to the WSA Office at 12 noon on Wednesday

- Takes approximately 2 weeks for a check to be cut
- Be aware that complications may arise during this process, so it may extend pass 2 weeks
- Quick responses to WSA Office emails speeds up the process
Purpose of Financial Request Forms

- Allows the Financial Contact of the group to track finances through OrgSync
- Authorizes payment from the group’s specific smartkeys
- Verifies citizenship status of vendors for tax purposes
  - Only noted on Wesleyan Student & Staff form
- Explains reason for purchase or service
Financial Request Form

**For Wesleyan Students & Employees**

- **Use for SBC-funded payments**
- **Choose method of delivery**
- **Financial Contact or Concert Planner MUST complete this section or we cannot accept the form**
### Financial Request Form

#### Vendor Use

**Today's Date:** __/__/____

**Check Payable to:** __________________________ Type of Service: __________________________

**HOME/COMPANY Address:** ___________________________________________________________

**City** | **State** | **Zip Code** | **Country**
---|---|---|---

**For Individual or Business**

Please note that a W9 Form must be completed and processed by the Wesleyan Accounting Department if services are provided. Absence of a W9 form will delay the reimbursement or payment of the individual or business.

**How do you want to send out the check?** (Check one)  
- Mail to Person/Agency ______
- Pick up at WSA Office ______

(if this area is left blank, it will automatically be sent to the address noted above.)

#### SBC SMARTKEY

This account is for SBC allocated funds.

<table>
<thead>
<tr>
<th>SBC Smartkey #</th>
<th>SBCBR #</th>
<th>Account Code</th>
<th>Amount $</th>
</tr>
</thead>
<tbody>
<tr>
<td>110 - 1113 - ___</td>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>110 - 1113 - ___</td>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

**Sub-total:** $______

#### CONCERT COMMITTEE SMARTKEY

This account is for SBC sub-committee allocated funds.

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Amount $</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

**Sub-total:** $______

#### DEPARTMENT SMARTKEY

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

<table>
<thead>
<tr>
<th>Department Smartkey #</th>
<th>Account Code</th>
<th>Amount $</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 1113 - ___</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>100 - 1113 - ___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

**Sub-total:** $______

#### INCOME SMARTKEY

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

<table>
<thead>
<tr>
<th>Income Smartkey #</th>
<th>Account Code</th>
<th>Amount $</th>
</tr>
</thead>
<tbody>
<tr>
<td>111 - 1113 - ___</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>111 - 1113 - ___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

**Sub-total:** $______  
**Grand Total:** $______

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The financial contact or concert planner should review the top portion of the form and complete the following information.

**Student Group Name:** __________________________

**Date of Event/Activity __/__/____ Name of Event/Activity __________________________

**Print Your name __________________________ Email __________________________@wesleyan.edu

**Signature __________________________ Date __________________________ Phone (___)
Managing Group Revenue

DEPOSITS
Deposit Policies

- All deposits must be submitted to the WSA Office no later than **3:45 pm**.
- If a student group leader misses the deadline, they can bring the cash to Public Safety who will keep it in their safe overnight.
- It takes **5-7 business days** for deposit to show in the group’s income Smartkey.
DEPOSIT FORM
(Deposits into Student Group Accounts)

Deposit Procedure: Please place cash in an envelope and separate by denomination and place change in wrappers and write your student group name, smartkey, and account code on each wrapper. You can get wrappers from WSA office. Cash and checks must be submitted separately; therefore you must complete two deposit forms. NOTE: After filling out this form, all groups must count their money with an office assistant or the WSA Office Coordinator. Note: this will take approximately 15 to 20 minutes. Deadline for deposit submittals is 3:45 pm.

Today's Date: ___/___/___

Income Smartkey # 111 - 1113 - ___ ___ - 703601 (account code) Total $ ______________

Circle one: Cash—Check—Other

Group Name: ____________________________________________________________

Describe contribution:

______________________________________________________________

______________________________________________________________

______________________________________________________________

PRINT Your name ______________________________ Wes Box ____________________

Phone # __________________________ E-mail ______________________________@wesleyan.edu
Defining Wesleyan Financial Terminology

SMARTKEYS & ACCOUNTS CODES
WHAT ARE SMARTKEYS

A smartkey is a ten digit account number used by the University to keep track of financial transactions. Student organizations are identified by the smartkey number and are utilized so a group can keep track of expenditures.
SMARTKEY NUMBERS

A. Student groups receive funds electronically
   i. Funds are transferred from the Student Activities Fee (SAF) to individual student group smartkeys
   ii. Each WSA group is automatically assigned three smartkeys
       ▪ Department Funds  100-1113-xxx
       ▪ SBC Funds  110-1113-xxx
       ▪ Income (Revenue) Funds  111-1113-xxx
       ▪ CC Funds  110-1113-999
   iii. Certain groups are assigned Green Fund smartkeys
       ▪ Green Funds  112-1113-xxx
An account code has five digits. Account codes are used for generic expense classifications. For example; supplies, membership dues, travel etc.
ACCOUNT CODES

SBC/CC

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Code Description</th>
</tr>
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<tbody>
<tr>
<td>81600</td>
<td>Student Workers</td>
</tr>
<tr>
<td>82101</td>
<td>Supplies</td>
</tr>
<tr>
<td>82201</td>
<td>Subscriptions</td>
</tr>
<tr>
<td>82250</td>
<td>Organization/League Dues</td>
</tr>
<tr>
<td>82400</td>
<td>Computer Supplies</td>
</tr>
<tr>
<td>82450</td>
<td>Other</td>
</tr>
<tr>
<td>82500</td>
<td>Mailing</td>
</tr>
<tr>
<td>82600</td>
<td>Telephone</td>
</tr>
<tr>
<td>82640</td>
<td>Food and Drink</td>
</tr>
<tr>
<td>82911</td>
<td>Athletic Training Supplies</td>
</tr>
<tr>
<td>82915</td>
<td>Athletic Officials</td>
</tr>
<tr>
<td>82916</td>
<td>Athletic Entry Fees</td>
</tr>
<tr>
<td>82919</td>
<td>Athletic Uniforms</td>
</tr>
<tr>
<td>83404</td>
<td>Outside Printing</td>
</tr>
<tr>
<td>83570</td>
<td>Honorarium</td>
</tr>
<tr>
<td>83900</td>
<td>Outside Services</td>
</tr>
<tr>
<td>84509</td>
<td>Travel</td>
</tr>
<tr>
<td>84520</td>
<td>Lodging (see object code 5070)</td>
</tr>
<tr>
<td>84560</td>
<td>Conference Fee</td>
</tr>
<tr>
<td>85010</td>
<td>Equipment Rental</td>
</tr>
<tr>
<td>85040</td>
<td>Capital Item: $1,000 - $5,000</td>
</tr>
<tr>
<td>85045</td>
<td>Capital Item: Greater than $5,000</td>
</tr>
<tr>
<td>85050</td>
<td>Capital Item: Less than $1,000</td>
</tr>
<tr>
<td>85101</td>
<td>Box Office Ticketing</td>
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<tr>
<td>85408</td>
<td>Costume Purchases</td>
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<tr>
<td>85421</td>
<td>Film</td>
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Theater

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Code Description</th>
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<tbody>
<tr>
<td>85401</td>
<td>GENERAL PRODUCTION</td>
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<tr>
<td>85402</td>
<td>ROYALTIES</td>
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<tr>
<td>85403</td>
<td>SCRIPTS</td>
</tr>
<tr>
<td>85404</td>
<td>MUSIC SCORES</td>
</tr>
<tr>
<td>85405</td>
<td>COSTUME: BLDG SUPPL</td>
</tr>
<tr>
<td>85406</td>
<td>COSTUME: LAUNDRY SUP</td>
</tr>
<tr>
<td>85407</td>
<td>COSTUME: MAKE-UP</td>
</tr>
<tr>
<td>85408</td>
<td>COSTUME: PURCHASES</td>
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<tr>
<td>85409</td>
<td>COSTUME: RENTALS</td>
</tr>
<tr>
<td>85410</td>
<td>LIGHTING SUPPLIES</td>
</tr>
<tr>
<td>85411</td>
<td>LIGHTING RENTALS</td>
</tr>
<tr>
<td>85412</td>
<td>SOUND SUPPLIES</td>
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<tr>
<td>85413</td>
<td>SOUND RENTALS</td>
</tr>
<tr>
<td>85414</td>
<td>PROPS</td>
</tr>
<tr>
<td>85415</td>
<td>PROPS CONSUMABLES</td>
</tr>
<tr>
<td>85416</td>
<td>PROP RENTALS</td>
</tr>
<tr>
<td>85417</td>
<td>SET SUPPLIES</td>
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<tr>
<td>85418</td>
<td>PAINT</td>
</tr>
<tr>
<td>85419</td>
<td>SOFT GOODS</td>
</tr>
<tr>
<td>85420</td>
<td>AUDIO VISUAL SUPPLIE</td>
</tr>
<tr>
<td>85421</td>
<td>FILM</td>
</tr>
<tr>
<td>85422</td>
<td>MODEL SUPPLIES</td>
</tr>
<tr>
<td>85423</td>
<td>TECHNICAL PRODUCTION</td>
</tr>
<tr>
<td>85430</td>
<td>PRODUCTION SUPPLIES</td>
</tr>
<tr>
<td>85431</td>
<td>PRODUCTION SUPPLIES - MASKS</td>
</tr>
<tr>
<td>85432</td>
<td>PRODUCTION SUPPLIES - PUPPETS</td>
</tr>
</tbody>
</table>

Green Fund

Common Account Codes

- 82100 Office Supplies
- 82640 Business Meals/Receptions
- 83404 Printing
- 83410 Advertising/Promotions
- 83570 Honorarium
- 84500 Conference fees
- 85050 Equipment Purchase < $1000
- 85040 Equipment Purchase $1000 - $5000
- 85045 Equipment Purchase > $5000
- 85421 Film
- 85960 Machine Shop Labor
- 86052 Marketing Posters/Signage
- 87211 Grounds Supplies (use for seeds, soil amendments, plants, etc.)
- 87220 Trade Supplies (use for equipment parts)
- 87320 Outside Contractor Charges (if an outside contractor is building something for you)
CAN BUDGET REQUESTS CARRY FORWARD YEAR TO YEAR

SBC/CC Smartkey ➔ Funds allocated from the SBC or CC do **not** carry over fiscal years

Department Smartkey ➔ Funds generated from outside departments do **not** carry over fiscal years

Income Smartkey ➔ Funds generated by the group do carry over fiscal years

Green Fund Smartkey ➔ GF awards carry over for ongoing projects, but not for one-time projects
Interdepartmental Smartkeys

Instead of charging student groups in general; smartkeys have been created for all organizations for most internal charges from these departments

This includes

On-campus services:
- IMS A/V Charges
- Physical Plant Charges

On-campus facility use:
- Usdan/Beckham Hall Facilities Charges
- CFA Event Charges
- 92 Theater/Memorial Chapel

NOTE: There are exceptions to this rule. IMS recording fees as well as moving fees for rearranged rooms are not covered. Charges such as these need to be anticipated and requested to be covered through the SBC
Student Employment

Student groups can pay other students to work for them:

- **Students**
  
  Paid hourly through timesheets or an online through a time clock system

- **Graduate Students**
  
  Paid hourly through timesheets

- **Alums**
  
  Temporary Workers
  
  - Paid hourly through timesheets
  
  - Salary + Fringe Benefits
    
    (7.65% Total Fringe Benefits (6.2% Social Security + 1.45% Medicare)

**NOTE:** In order to be able to pay workers, funds need to be requested through the SBC accordingly stating what type of workers will be paid. Temp workers’ fringe benefits need to be anticipated and included in the request.
Student Employment Cont.

TIMESHEETS

You can pick up a timesheet in the WSA Office or online at www.wesleyan.edu/wsaoffice. The financial contact must sign all financial documents including timesheets. Student workers should have an up-to-date I9 Form on file in the payroll office. If not, they cannot be compensated for work performed until its completed. All work-study and Wes-term workers can only work up to 30 hours per week during the academic year and 40 hours during any breaks. Any hours submitted retroactively do not receive the 50/50 split or federal aid.
Verifying Payroll Discrepancies

Step 1: Go to: your student portfolio
Step 2: Click: “ipay” under Financial Information

Use ipay to verify if you have been paid for your time as a student worker
Enter your login information and click on the desired pay period.
Verifying Payroll Discrepancies Cont.

Digital Copy of Paystub
How We Assist Financial Contacts

**SBC/CC**
- Meet with students regarding budget requests
- Approve funding requests

**WSA OFFICE**
- Meet with students to answer financial questions
- Process funding, reimbursement, and payment requests. Plus timesheets, W9 forms, journals, deposits, etc.
Payments for outside vendors

We process your financial requests through Wesleyan Financial System (WFS).

- If the vendor has never worked for our institution then they must complete a W-9 form.
  1. Please be advised that the W-9 form must be submitted before the financial request paperwork can be accepted.
  2. Please be advised that SALD handles honorariums [individuals] and the WSA Office handles outside vendors [companies]. (i.e. performers vs. businesses)
Third Party Payments

A third party is an individual or organization that is not legally incorporated in accordance with the tax code. Under Wesleyan policy, LLCs are considered to be third parties.

- Payments to third parties for services rendered or rental fees are NOT PERMITABLE. Students CANNOT be reimbursed for payments to third parties.
  - All payments to third parties must be made as direct payments to individuals through contracts (for non-Wesleyan) or through timesheets for Wesleyan students or staff.
Valid Receipts and Invoices for Payment Requests

RECEIPTS & INVOICES
Valid Receipts

Information that should be clearly noted on a valid receipt:

1. Company Name/Letterhead
2. Itemized list of items
3. Date
4. Method of payment (cash, credit, debit, etc.).
5. A legible total
Itemized purchase: shows the amount paid and the item that was paid for

Form of payment

Valid Receipt (Electronic)

Date is from current fiscal year

Payment Amount
Itemized purchase: shows the amount paid and the item that was paid for

Valid Receipt (Credit Card)

Official recipient of the payment

Date is from current fiscal year

Form of payment & payment amount
Together it works

Sales Slip
(Itemized list)

Credit Card Receipt
(Proof of Purchase)

Menu
(Description of items)
This receipt is not itemized meaning that the price for each item is not noted.

### Sales Slip
(Itemized list)

<p>| | | | | | | | | |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Party for 200 people</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Pad Si-an Chicken</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Pad Thai Chicken</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4</td>
<td>Pad Thai Tofu</td>
<td></td>
<td></td>
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<tr>
<td>5</td>
<td>Pad Si-an Tofu</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Green Curry Chicken</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>7</td>
<td>Green Curry Tofu</td>
<td></td>
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<tr>
<td>8</td>
<td>Mussaman Pork</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Mussaman Tofu</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>10</td>
<td>Mix Veggie Tofu</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>11</td>
<td>Garlic Chicken</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Jasmine Rice</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>13</td>
<td>Thai Ice Tea</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

THAI GARDEN RESTAURANT, LLC
Six Metroplex
104 W. Dilworth Rd
Chesterfield, Missouri
Phone: 636-241-1300

FOOD: 920.00
BEVERAGE: 55.00
SUB TOTAL: 975.00
TAX: 55.00
TOTAL: 975.00

Pai'd in CASH

THANK YOU
Is this a valid receipt?

METRO SPIRITS
170 MAIN STREET
MIDDLETOWN CT 06457
860-347-2291

Terminal ID: 00764836 0001
9/6/12 7:13 PM

VISA
ACCT #: ************0814

CREDIT SALE

REF #: 022
BATCH #: 320 AUTH #: 011319

AMOUNT: $23.98

APPROVED

CUSTOMER COPY
We cannot reimburse purchases of alcohol

This Receipt is not itemized
Valid Invoices

Information that should be clearly noted on a valid invoice:

1. Company Name/Letterhead
2. Invoice Date
3. Invoice Number
4. Itemized list of goods
5. Balance
NEW HAVEN COFFEE ROASTERS
165 MAIN ST UNIT 808
PORTLAND CT 06260

TEL 401-428-1599
FAX 401-428-5599

Invoice

<table>
<thead>
<tr>
<th>Date</th>
<th>Invoice #</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/26/2014</td>
<td>21407</td>
</tr>
</tbody>
</table>

Bill To:
Wesleyan Student Assembly
Wesleyan University
Lisa Hendrix
45 Wylys Avenue
Middletown, CT 06459

Skip To:
Wesleyan Student Union Cafe
c/o Wesleyan Student Assembly
45 Wylys Avenue
Middletown, CT 06459

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHDR0</td>
<td>WHIRLPOOL Express Blend 5 LB BULK BAG</td>
<td></td>
<td>40.06</td>
<td>80.00</td>
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<tr>
<td>UPS</td>
<td>Shipping Charge UPS Ground</td>
<td>2</td>
<td>9.45</td>
<td>18.90</td>
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</table>

Total

$109.45

Thank you for your order!

A financing charge of 19% APR will be applied to all past due invoices (1.5% monthly)
Is this a valid Invoice?

CONNECTICUT RENTAL CENTER, INC.
30 DEKOVEN DR.
MIDDLETOWN, CT 06457
888 347-4598  FAX 888 347-6706

STATEMENT
Account # 18901
Statement date: 10/0/2012

Amount Due: 264.49

Bill To: WES. U-STUDENT ASSEMBLY
WWSA OFFICE-USDA 104
MIDDLETOWN, CT 06459

Remit To:
CONNECTICUT RENTAL CENTER,
30 DEKOVEN DR.
MIDDLETOWN, CT 06457

This is our new statement. If you have any questions please call number above.

<table>
<thead>
<tr>
<th>Contract</th>
<th>Status</th>
<th>Date</th>
<th>Rent</th>
<th>Sale</th>
<th>Drug Wdr</th>
<th>Other</th>
<th>Percent</th>
<th>Tax</th>
<th>Total</th>
<th>Paid</th>
<th>Balance</th>
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<tbody>
<tr>
<td>1444</td>
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<td>5/15/2012</td>
<td>42.75</td>
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<td>1595</td>
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<td>5/10/2012</td>
<td>48.30</td>
<td>0.00</td>
<td>4.68</td>
<td>0.06</td>
<td>0.00</td>
<td>0.00</td>
<td>55.05</td>
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<td>4.68</td>
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</tbody>
</table>

Total: 264.49

Amount Due: 264.49

TERMS: NET 30

PAYMENTS SINCE 09/05/12

<table>
<thead>
<tr>
<th>Payment</th>
<th>Amount</th>
<th>Method</th>
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<tbody>
<tr>
<td>769</td>
<td>1,183.55</td>
<td>15788</td>
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<tr>
<td>962</td>
<td>122.44</td>
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<tr>
<td>Total</td>
<td>1,313.49</td>
<td></td>
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</table>

YOUR ACCOUNT IS PAST DUE, YOUR IMMEDIATE ATTENTION WILL BE APPRECIATED.

THANK YOU FOR PROMPT PAYMENT

Printed on 10/0/2012 6:29:36 pm
We cannot reimburse statements. You must contact the company and request an invoice.
Payment to Universities

• If you need to pay student groups from another university
  1. Have them submit a W9 to our office/ verify that we have one on file
  2. Have the student group’s faculty advisor draw up an invoice for the services provided
  3. Submit a financial reimbursement form along with the university invoice
Getting From Point A to Point B

TRAVEL
Travel Reimbursements

Information that should be clearly noted on mileage paperwork (GoogleMaps, MapQuest, etc.):

1. Destination addresses should be shown
2. Total Mileage should be shown
3. Mileage calculation must be clearly written
   - Please note: University mileage rate is: $0.56 per mile
Multiply Total mileage by $0.56 to get reimbursement

27.05 X 2 = 54.1 x $0.56 = $30.30 (Round trip)
Hotel Bookings

- If you need to book a hotel for a honorarium or guest we have several hotels that give us a discount for booking our stays there
- If you need to book a hotel, please contact Lisa Hendrix for more information
  - Inn at Middletown (Middletown, CT) - $126 per night
  - Crowne Plaza (Cromwell, CT) - $109 per night
  - Courtyard at Marriott (Cromwell, CT) - $109 per night
Pcard Spending

WSA CREDIT CARD
WSA Credit Card

Student Card Users

• Student groups have access to the WSA commercial credit card; however, groups must have money in their SBC, INCOME or DEPARTMENT smartkey before a purchase can be made.

• The WSA commercial credit card is used to make purchases that either cannot be funded by a student up to a certain cap.

Credit Card Policy

• Please use the online appointment scheduler to set up an appointment. It will take approximately 15 minutes for each transaction.

• Prior to your meeting with Lisa send links to the websites where the purchases will be made.

• We only allow up to 2 transactions to be made within a 30 minute timeframe.
APPOINTMENTS
How to make an appointment

WSA Office Website
www.wesleyan.edu/wsaoffice

APPOINTMENTS:

The WSA Office Coordinator, Lisa Hendrix, meets with students by appointment on Tuesdays 9:30 am - 11:30 am and Wednesdays 2:00 pm to 3:30 pm. These meetings can include WSA Credit Card transactions, hotel bookings, or other special requests. Please discuss your needs with an Office Assistant prior to making an appointment, as often they will be able to help you. We are centrally located in Room 104 in the Usdan Campus Center.

Please be advised that there are times when actual appointment days may be subject to change.
How to make an appointment

Make an appointment through TimeTrade

Meeting Times:
- Tues: 9:30 – 11:30 am
- Wed: 2:00 – 3:30 pm
Questions?