

WSA Finance Office Use Only
Vendor Number _____

FINANCIAL REQUEST FORM (FRF) For Non-Employee and Outside Contractors

This form is used if you are requesting reimbursement or payment for someone **NOT** enrolled in or employed by Wesleyan University. Please complete the form in its entirety in order to authorize the WSA to pay out of your smartkey. Any blank areas will delay the reimbursement/payment. **Before submitting this form, please ensure that the requested amount of money is available in your SBC, Income, and/or Department smartkey.** 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 Map Quest or Google Maps directions (including total mileage).

Today's Date: ___/___/___

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

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 before you submit a FRF. 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)
(If this area is not filled out, it will automatically be mailed to the address noted above.)

Mail to Person/Agency _____ Pick up at WSA Office _____ Direct Deposit _____

SBC SMARTKEY

This account is for SBC allocated funds

SBC Smartkey # 110 - 1113 - _____ SBC BR #: _____ Account Code _____ Amount \$ _____

SBC Smartkey # 110 - 1113 - _____ SBC BR #: _____ Account Code _____ Amount \$ _____

Sub-total: \$ _____

DEPARTMENT SMARTKEY

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

Dept Smartkey # 100 - 1113 - _____ Dept Name: _____ Account Code _____ Amount \$ _____

Dept Smartkey # 100 - 1113 - _____ Dept Name: _____ Account Code _____ Amount \$ _____

Sub-total: \$ _____

INCOME SMARTKEY

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

Income Smartkey # 111 - 1113 - _____ Account Code _____ Amount \$ _____

Income Smartkey # 111 - 1113 - _____ Account Code _____ Amount \$ _____ Sub-total: \$ _____

Grand Total: \$ _____

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

Student Group Name: _____

Performer/Lecturer Name: _____

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

PRINT (Financial Manager or Event Planner Name) _____ Email _____@wesleyan.edu

SIGNATURE _____ Date ___/___/___ Phone (_____) _____

REQUEST NUMBERS:

When a Student Organization puts in an electronic request for Student Budget Committee (SBC) allocations, they are automatically assigned a five-digit SBC Budget Request Number. The five-digit number will appear online under Request ID on the WesNest system. The Request ID is only used for tracking your allocations.

EXPENSES:

A student group account is called a SmartKey at our University. A Smartkey number is ten-digits. The first three digits indicate which Smartkey account an expense should be charged to, the middle four digits indicate that you are a part of the WSA department (and should always remain the same), and the last three digits identify your student group. These smartkeys are used to process payments and/or reimbursements and are used by the entire university.

1. If the expense is funded by an **SBC Budget Request** then the expense should be charged to the student organization's 110-1113xxx SBC SmartKey in the account code for which a Budget 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 111-1113xxx INCOME SmartKey in the account code that best reflects the nature of the expense.
3. If the expense is funded by another **department within Wesleyan** then that department will transfer funds into your student organization's 100-1113xxx DEPARTMENT SmartKey in the account code that best reflects the nature of the expense.
4. It is possible that one particular invoice or expense will need to be split across any or all three scenarios above.

ACCOUNT CODES:

When a Student Organization spends money, the expenses will **always** be charged to the specific account code that best reflects the nature of the expense. Account codes are a five-digit number used to describe an expense. Please review the list below.

Account Code	Account Code Description	Account Code	Account Code Description
81600	Student Workers	83570	Honorarium
82101	Supplies	83900	Outside Services
82120	Art Supplies: Consumable	84501	Mileage
82121	Art Supplies: Nonconsumable	84502	Gas
82122	Athletic Equipment	84503	Tolls
82123	Café Supplies	84504	Parking
82124	Event Supplies	84505	Airfare
82125	Bon Appetite Cutlery	84509	Travel (for Uber, taxi, etc.)
82126	Event Decorations	84512	Train
82127	Advert/Novelty Items	84513	Rental Car
82128	Room Set-Up Fee	84515	Van Transportation (Wesleyan)
82129	Advert/T-Shirts	84516	Bus Transportation
82201	Subscriptions	84520	Lodging (see object code 5970)
82221	Online Annual Subscriptions	84560	Conference Fee
82400	Computer Supplies	85010	Equipment Rental
82450	Other	85040	Capital Item: \$1000 - \$5000
82580	Mailing	85045	Capital Item: Greater than \$5000
82600	Telephone	85050	Capital Item: Less than \$1000
82640	Food and Drink	85101	Box Office Ticketing
82911	Athletic Training Supplies	85124	External Catering
82915	Athletic Officials	85408	Costume Purchases
82916	Athletic Entry Fees	85421	Film
82919	Athletic Uniforms	86201	Social Media Applications
83404	Outside Printing		