

WSA Finance Office Use Only
Vendor Number _____

FINANCIAL REQUEST FORM (FRF) For Wesleyan Students & Employees

This form is used if you are requesting reimbursement or payment for someone 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: _____
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.)

Purpose of expense: _____
Explain the purpose of the trip.

YOUR MONEY WILL BE FORWARDED THROUGH DIRECT DEPOSIT

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

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 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/administrative department.

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

Sub-total: \$ _____

Grand Total: \$ _____

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

Student Group Name: _____

Date of Event/Activity ____/____/____ Name of Event/Activity _____

PRINT Financial Manager Name _____

PRINT Financial Manager 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		