

HOW TO FILL OUT AN FRF

This is an abridged summary. For detailed information or special circumstances, please see the Financial Manager Training PowerPoint.

WHEN PURCHASING:

1. If you are paying with your own money, make sure that the vendor is NOT an LLC
2. Make sure that you have enough money in your Smartkey to pay for whatever you're purchasing.
 - a. We recommend strongly that you keep your own budgets to track your club's finances
 - b. To get the most accurate budget info for your club, email involvement@wesleyan.edu with your group name and Smartkey.
3. If you are paying out of pocket (i.e. are seeking reimbursement), make sure that you get a receipt with all of the following information:
 - a. Date of purchase
 - b. Name of vendor
 - c. Itemized list of goods
 - d. Total
 - e. Payment method
4. If you are receiving services that will be paid directly by the University (e.g. an outside contractor, LLC, etc.) make sure that you do NOT pay your own money. You need to get an invoice with all of the following information:
 - a. Vendor address
 - b. Invoice date
 - c. Invoice number
 - d. Itemized list of goods
 - e. Balance due

WHEN REQUESTING MONEY

NOTE: ONLY THE FINANCIAL MANAGER OF THE CLUB MAY COMPLETE THIS PROCESS

1. Go to [WesNest](#)
2. On the side bar, click the icon labeled "Forms"
3. Select the correct Financial Request Form (FRF) for the purchase type
 - a. If you are seeking reimbursement for a student/students who paid out of pocket (i.e. you have a receipt), select "Financial Request Form (Wesleyan Students and Employees)"
 - b. If you are seeking payment to an outside vendor (i.e. you have an invoice), select "Financial Request Form (Non-Employee and Outside Contractors)"
4. Fill out every required field of the form relevant to your purchase type and funding source
 - a. If you are filling out an FRF for a Non-Employee/Outside Contractor, it is always a better bet to submit a W9 with your request in case the vendor is not registered with Accounts Payable yet
 - b. NOTE: under the section "SMARTKEY AND ACCOUNT CODE INFORMATION" make sure that you are including the 10-digit Smartkey, the total purchase amount, **and** the relevant account number
 - i. A table of the most commonly used account codes can be found on the next page
5. Submit the FRF and pay attention to your email/WesNest notifications to see whether it gets approved or whether OSI needs more information from you.

A table showing the most commonly used account codes and a description of what categories they encompass

82101	Supplies
82201	Subscriptions
82250	Organization/League Dues
84560	Conference Fees
82400	Computer Supplies
82450	Other
82580	Mail/Postage
82600	Telephone
82640	Food and Drink
82611	Athletic Training Supplies
82915	Athletic Officials
82916	Athletic Entry Fees
82919	Athletic Uniforms
83404	Outside Printing
83900	Outside Services
83570	Honorarium
84501	Mileage (used for gas reimbursements)
84512	Rail
84505	Airfare
84520	Lodging
85010	Equipment Rental (for outside equipment only)
85040	Capital Item: \$1000-5000
85045	Capital Item: Greater than \$5000
85050	Capital Item: Less than \$1000
85101	Box Office Ticketing
85408	Costumes
85421	Film Rights