Syracuse University COLLEGE OF LAW

Student Organization Orders & Reimbursements Guide

2017-2018

Office of Student Affairs
Syracuse University College of Law
Dineen Hall
315-443-1146

http://www.law.syr.edu/student-affairs/lawstudentaffairs@law.syr.edu

There are four types of financial forms that are commonly used by Syracuse University College of Law student organizations and publications. They include:

- 1. Purchase Requisitions (PRs) (External payments)
- 2. Interdepartmental Order Forms (IDs) (SU Dept. payments)
- 3. Employee Expense Reimbursement Request
- 4. Travel Reimbursement Forms

Each of these forms will be discussed in detail below; samples are attached for your reference. Should you have any questions about any of these forms, please contact the Office of Student Affairs.

I. Purchase Requisitions

Purchase Requisitions are generally used for one of two reasons: (1) To purchase food from one of our pre-approved food vendors, or (2) For reimbursements to students who are not employees of Syracuse University when they make organization-related purchases (food, supplies, trophies, or any allowed purchase).

Who are the approved food vendors?

Peppino's Pizza (315) 422-8811 409 S Clinton St Syracuse, NY 13202

Mark's Pizzeria (315) 463-5672 376 Grant Blvd Syracuse, NY 13206

Jimmy John's (315) 479-7827 103 Marshall St Syracuse, NY 13210

Varsity Pizza (315) 478-1235 802 S. Crouse Ave Syracuse, NY 13210

How do I purchase food with a purchase requisition?

- 1. Visit Student Affairs, Suite 214, to sign out a Purchase Requisition Form.
- 2. Call one of the approved vendors and order your food. At time of order, notify vendor that you will be paying with a Syracuse University Purchase Requisition Form. **Write down the total cost of your order, including tip** (not to exceed 20%).
- 3. Fill out the Purchase Requisition Form; see below, and attached samples **PR1-PR4**.
- 4. Return the completed Purchase Requisition to Student Affairs, Suite 214, with a printed copy of an email from the Organization Treasurer approving the purchase. Note: The approval email should be detailed:
 - Example: "As the Treasurer of ABC Org, I approve the purchase of Peppino's Pizza for \$75.59 for the December 14, 2017 general body meeting. From, X Student."

Note that if you are using SBA-approved funds, you must also include an approval email from the SBA Treasurer.

5. Purchase Requisitions for outside vendors must be submitted to Student Affairs at least 7 days before the event. PRs submitted less than a week before scheduled food delivery may be refused, in which case the organization may be forced to cancel the order or acquire separate finances.

- 6. The signed and approved Purchase Requisition will be emailed to the student accepting food delivery. This document must be printed and handed to the delivery driver upon receipt of food.
- 7. The receipt from the delivery driver must be submitted to the Office of Student Affairs by the next business day following the food delivery.
 - > Organizations that fail to submit a receipt will be responsible for contacting the vendor and getting another copy of the receipt. The failure to submit receipts will lead to a hold on the student organization's account.

How do I fill out a Purchase Requisition for an outside vendor?

There are 7 areas of a PR form where students must input data:

- 1. Requisition Date: enter the date when you are filling out the form.
- 2. Chart String: Enter 11 in the "fund" block, 21702 in the "department" block, and enter your organization's unique MyCode in the "mycode" block.
- 3. "Requested by" block should have the acronym for the student org, followed by "(org)"
- 4. The "vendor name and number block" should include the vendor's full name, address, and telephone number.
- 5. The requisition department name and address block should always say the following: $COL-Student\ Affairs$
 - 214 Dineen Hall
- 6. The "deliver to" block should always have the other box checked.
- 7. The large textbox area is for you to input the business purpose of the order. There are 3 sections:
 - a. A description of what was purchased that includes the full name of the organization (not the acronym).
 - b. 3 consecutive lines that detail the subtotal, delivery/tip, and finally the sum of the two previous lines, labeled "check total."
 - c. The lowest line of the main textbox area should say "Date of event:" and then the date that the food is scheduled for delivery.

How do I fill out a PR for a non-employee student reimbursement?

Using a purchase requisition for non-travel, non-employee student reimbursements are exactly the same as using them to purchase food from pre-approved vendors. There are only a few differences:

- The date of event can be included in the description of what was purchased, and not on the lower line.
- There is an additional required line that follows the description, labeled "total," that has the total reimbursement amount.
- The 3 consecutive lines are not subtotal, delivery/tip, and check total instead they are: Check payable to, SUID, and email.
- Receipts must be submitted with the original completed PR.

How do I submit my receipts (this is IMPORTANT!)?

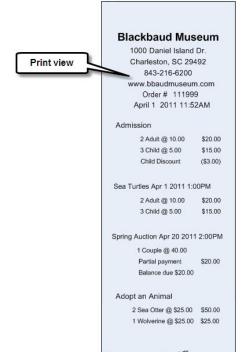
Receipts must be both itemized and show proof of purchase.

In the image to the right, the left side shows the itemized part of the receipt, where it details exactly what was purchased. The right side shows the proof of purchase. The proof of purchase is where it says "Paid check" "Paid Visa" and "Paid Cash"

Sometimes the receipts are separated into two receipts, one itemized and the other with proof of purchase. In order to be reimbursed, students must submit BOTH receipts, the itemized AND the signed proof of purchase. The absence of one of these receipts will prevent reimbursement for this purchase, and will be treated the same as no receipt.

The number one reason why students fail to be reimbursed is that they are missing one-half of this equation. They have the itemized without the proof or the proof without the itemized. Both are required.

If the purchase was made by credit card, please also provide a copy of the front and back of the credit card(s) used. (This is required to ensure that reimbursement is being made to the person named on the credit card.)







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II. Interdepartmental Order

An interdepartmental order form is used for making purchases from Syracuse University departments (Neporent Café, Catering, Bookstore).

How do I make orders with an interdepartmental order form?

Similar to a purchase requisition, interdepartmental order forms must be acquired from Student Affairs, Suite 214. However, unlike PRs, there is no need for a student to check out an interdepartmental order form. When you come to 214 to fill out an interdepartmental organization form, make sure you bring a copy of the Treasurer's written/emailed approval of your purchase. Similar to the PR, the approval email should be detailed:

Example: "As the Treasurer of ABC Org, I approve the purchase of wraps from the Neporent Cafe for \$82.27 for the December 14, 2017 career panel presentation. From, X Student."

Note that if you are using SBA-approved funds, you must also include an approval email from the SBA Treasurer (in similar detail to the above).

Neporent Café orders can be submitted on the spot. To do this, determine what you want to order using the "Order Menu" form (see attached), fill it out, and obtain an email from the organization Treasurer approving the purchase. Bring all of these to Student Affairs when you come to complete your interdepartmental order form.

Likewise, orders from the **SU Bookstore**, **Schine Copy Center**, **Catering or any Syracuse University department** will be accompanied by some form of invoice or quotation. Bring the invoice or quotation and Treasurer approval email to Student Affairs and you will be able to complete and submit the interdepartmental order form on the spot.

How do I fill out an Interdepartmental Order form?

There are 6 steps to filling out an interdepartmental order form (see attached example **ID1** – **ID5**).

- 1. The "Charge Dept" line should always read "College of Law Student Affairs"
- 2. Chart String: Enter 11 on the "fund" line, 21702 on the "department" line, and enter your organization's unique MyCode on the "mycode" line.
- 3. Enter the total amount as calculated on the Order Menu form or as quoted on the invoice.
- 4. Enter vendor name (i.e., Neporent Café).
- 5. The "Deliver To" fields will always be the same.
 - a. Department is "COL Student Affairs"
 - b. Address is "214 Dineen Hall"
 - c. End User is the <u>full name</u> of the student organization not the acronym.
 - d. Date of Order is the day the form is being filled out.
- 6. In the large textbox area, input the business purpose of the order. There are 2 sections:
 - a. A description of what was purchased that includes the full name of the organization (not the acronym).
 - b. The lowest line of the main textbox area should say "Date of event:" and then the date whatever is being purchased will be acquired. This is always included for

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Pepperoni	\$14.49		
Sausage	\$14.49		
Buffalo Chicken	\$14.49		
Supreme	\$14.49		
Three Cheese Pizza	\$37.99		
Extras			
Dozen assorted cookies	\$4.79		
Dozen assorted half moons	\$9.49		
Dozen assorted cupcakes	\$7.25		
Dozen premium cupcakes	\$8.50		Flavors: carrot cake, chocolate peanut butter, chocolate raspberry, death by chocolate, red velvet, (vanilla/lemon/raspberry), (vanilla/strawberry/cream cheese)
Dozen Brownies	\$7.50		
Dozen assorted danish	\$10.99		
Dozen assorted doughnuts	\$7.99		
Dozen assorted muffins	\$5.49		
Dozen assorted bagels	\$9.29		
Drinks		1	
Coffee to Go	\$15.69		
Aquafina Water 20 oz (24 btls)	\$14.15	1	
Ocean Spray Apple 12/16	\$15.15	get Late	
V-8 Juice 24/12oz	\$26.45		

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*Due to material costs, this quote is valid for 30 days. Additional costs may also incur based on actual job specifications
WHITE COPY - CUSTOMER; YELLOW COPY - BILLING

Neporent Café

Contact Person	Phone Number	Date of Oder	
	Pick Up time		

48 Hrs Notice, Monday orders must be placed by Thursday AM

ltem	Price	Quantity	Comments
Platters			
Sub or Wrap Tray (choice of 8 subs or wraps cut in half) Turkey, Tuna, Ham, chicken Salad	\$35.50		Lettuce , tomato, and condiments included. Bag of Chips included.
Small domestic cheese and cracker tray	\$24.75		Paper plates, cocktail napkins and disposable serving utensils included
Small fresh vegetable and dip tray	\$24.75		Paper plates, cocktail napkins and disposable serving utensils included
Small fresh fruit tray	\$24.75		Paper plates, cocktail napkins and disposable serving utensils included
Sbarro Pizza			
Cheese	\$12.99		
Pepperoni	\$14.49		
Sausage	\$14.49		
Buffalo Chicken	\$14.49		
Supreme	\$14.49		
Three Cheese Pizza	\$37.99		
Extras			
Dozen assorted cookies	\$4.79		
Dozen assorted half moons	\$9.49		
Dozen assorted cupcakes	\$7.25		
Dozen premium cupcakes	\$8.50		Flavors: carrot cake, chocolate peanut butter, chocolate raspberry, death by chocolate, red velvet, (vanilla/lemon/raspberry), (vanilla/strawberry/cream cheese)
Dozen Brownies	\$7.50		
Dozen assorted danish	\$10.99		
Dozen assorted doughnuts	\$7.99		
Dozen assorted muffins	\$5.49		
Dozen assorted bagels	\$9.29		
Drinks			
Coffee to Go	\$15.69		
Aquafina Water 20 oz (24 btls)	\$14.15		
Ocean Spray Apple 12/16 oz	\$15.15		
V-8 Juice 24/12oz	\$26.45		

- food orders or photographers but there are some interdepartmental order requests where this will not be included because it is not relevant. See Student Affairs if you have questions on this.
- c. Whenever you have an invoice or quotation number, include that in the main text area of the form, preferably on the bottom and in a noticeable way.

III. Employee Expense Reimbursement Request

Purchase Requisitions are used for reimbursing non-employees, but a separate form is used for reimbursing Syracuse University employees. This form is used for reimbursement of **non-travel-related** SU employee expenses. If you get this electronic form from the Student Affairs Office, a few fields will generally already have values in them, and you will only need to input data like SU ID#, employee name, date, the date of the purchase, details, and amount, and then the familiar chart string information. See the attached example, page **ERR1**.

Unlike the other forms, this document should be emailed to lawstudentaffairs@law.syr.edu in conjunction with the submittal of receipts. Please remember that all the requirements associated with receipt submittal will also apply to this request form (see the "PR" section above, page 4, for instructions on submitting receipts). The form must also be accompanied by an email approval from the organization Treasurer (see previous sections for language example) and, if the reimbursement is using SBA funding, from the SBA Treasurer as well. Finally, take note of the "Employee Signature" line beneath the date. This form must be signed by the student/employee before submitting to the Student Affairs Office.

IV. Travel Reimbursement Request

Student travel is reimbursed with a separate form than other organization reimbursements. Both employees and non-employees use the same form. On first glance, the travel reimbursement form looks complex, but there are actually only a few sections that require input.

- 1. Input your name into the "Traveler's name" box [K26] on the Daily Detail worksheet, which will automatically populate the "Name" field [B9] on the attached Expense Rpt worksheet (see **TRR1 TRR2** examples, attached).
- 2. Input your departure date [D33] and return date [H33] on the Expense Rpt worksheet, and then use those same dates to fill out the "travel dates" [D5, E5,...] on the Daily Detail worksheet.
- 3. On the Expense Rpt worksheet:
 - a. Select either employee [F7] or non-employee [H7]
 - b. Input SUID in H9
 - c. Select citizenship status [I16]
 - d. Input business purpose in [E28]. Should always begin "COL student participation with..."
 - e. Input travel points[C31], which is your beginning location, destination, then return destination. Do not include flight layovers.
- 4. On Daily Detail worksheet:
 - a. Organize all your receipts by day, then input each reimbursement value in the accompanying day on the worksheet.
 - b. Food reimbursements are capped at \$25 per meal and \$50 per day. Note that alcoholic beverage purchases are not reimbursable.

Similar to the previous form, this document should be emailed to lawstudentaffairs@law.syr.edu or dropped off at the Office in conjunction with the submittal of receipts. Please remember that all the requirements associated with receipt submittal will also apply to this request form (see the "PR" section above, page 4, for instructions on submitting receipts). The form must also be accompanied by an email approval from the organization Treasurer (see previous sections for language example) and, if the reimbursement is using SBA funding, from the SBA Treasurer as well.

					Sy	racus	e Univ	ersity		
Employee	Expen	se Reiml	burseme	nt Reque	st					
or reimbursement	t of an emp	loyee's out-of-p	ocket expense	s.					Voucher#	
SU ID#		314502035							Date <u>2/21/17</u>	7
mployee Nam	ie]	Jane Doe						Employee Signature		
ampus Dept		Office of Stu	ident Life	7-74				Supervisor Name (Print)	Deborah S. O'Malle	ey .
ampus Addre	ss	220 Dineen	Hall							
repared By		1110	Lee Lag		- B& TS			Supervisor Signature		
xt#		1146								
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	DETAIL OF DAILY OUT OF POCKET EXPENDITURES Enter your out of pocket expenses for each day on the proper line											
-	TRAVEL DATES	5/22/17	5/23/17	5/24/17	5/25/17	5/26/17			<u> </u>			TOTALS
1	Airline, Train, ETC.											
	Personal Auto Miles											
	Rental Car & Gasoline											
	Taxi					30.06						30.1
	Subway											
	Totts											
2	Parking											
3	Motel/Hotel											
1	Breakfast					5.67						5.6
5	Lunch					9.70						9.
5	Dinner		25.00	33.25	32.35	13.53						104.
<u>, </u>	Conference Fees	1										
3	Telephone											
(4)	Note Misc. Expenses Below											
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4												
3						2.00 BAF	# 100 A		Paralle Us		Description of the	
1	TOTAL Cost paid by Employee	25.00	25.00	33.25	32.35	83.96						\$ 199.5
7	ATTACH RECEIPTS TRAVELER'S NAME(Print) Jane Doe											
3	STRUCTIONS							Saile Doe				
9	Enter Travel Dates in the box at the top of each column TRAVELER'S SIGNATURE To be used only if YOU have paid											
	3. Enter Total Miles and the calculation		SUPERVIS	OR'S NAME	(Print)	Deborah S. O'Malley						
2	4. Enter miscellaneous expense expla											
3	5. Use the Expense Rpt tab below to move to Expense Report Worksheet 0.535 SUPERVISOR							DR'S SIGNATURE				

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	Provide I	Provide home address and Social Security # below for non-employees regardless of where check is to be sent *** FILL OUT CITIZENSHIP - USE DROP DOWN VALUES PROVIDED ***										
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