

# THE EAGLE SOURCE

TREASURER'S HANDBOOK

2019-2020

PROVIDED BY



# SGS STAFF



**VONYETTA HUNTER**

**ASSOC. DIRECTOR FINANCES**  
[vonyetta.hunter@emory.edu](mailto:vonyetta.hunter@emory.edu)  
ph: 404-727-3513  
Office: ESC S309



**SHALYN WASHINGTON**

**ACCOUNTANT**  
[sewashi@emory.edu](mailto:sewashi@emory.edu)  
ph: 404-727-7200  
Office: ESC N219



**SHAQUAN JENKINS**

**ACCOUNTANT**  
[shaquan.jenkins@emory.edu](mailto:shaquan.jenkins@emory.edu)  
ph: 404-727-9918  
Office: ESC N219

## WHERE ARE OUR OFFICES LOCATED?

### EMORY STUDENT CENTER

**SILT OFFICE LOCATION:  
S309 (SOUTH TOWER)**

---

**SGS OFFICE LOCATION:  
N219 (NORTH TOWER)**

Please send all emails regarding generic questions to the [sgs@emory.edu](mailto:sgs@emory.edu) inbox to receive guidance from someone within our office.

## STUDENT INVOLVEMENT, LEADERSHIP, AND TRANSITIONS (SILT) TEAM

### LISA LOVEALL

DIRECTOR, SGA ADVISOR  
email: [lisa.loveall@emory.edu](mailto:lisa.loveall@emory.edu)

### Denna Kibrom

ADMINISTRATIVE ASSISTANT  
email: [dkibrom@emory.edu](mailto:dkibrom@emory.edu)

### SARAH BETH POTTER

COLLEGE COUNCIL ADVISOR  
email: [sarah.beth.potter@emory.edu](mailto:sarah.beth.potter@emory.edu)

### NATASHA HOPKINS

ASSOC. DIRECTOR, GSGA ADVISOR  
email: [natasha.hopkins@emory.edu](mailto:natasha.hopkins@emory.edu)

### VERNON SMITH

SPC ADVISOR  
email: [vernon.smith@emory.edu](mailto:vernon.smith@emory.edu)

### ADDITIONAL SILT STAFF

Becka Shetty and Brendan Moriarity,  
ESC S330 ; ph: 404-727-6169

### PAYMENT AND PROCUREMENT SERVICES

404-727-5400 (10am-2pm) email:  
[actspay@emory.edu](mailto:actspay@emory.edu)

\*Email SGS for payment update prior to reaching out  
to ActsPay.



**ALL PAPERWORK IS DUE TO THE  
SGA BUSINESS OFFICE**



**FALL 2019: DECEMBER 19<sup>TH</sup>**

# Table of Contents

<b>INTRODUCTION</b> .....	
Greetings from SGA .....	1
Student Activity Fee .....	2
SGA Structure.....	2
<b>SGA FINANCE 101</b> .....	
SPEEDTYPES .....	3
ALLOCATED VS SELF-GEN.....	3
ACCOUNTS .....	3
FUNDING CAPS .....	4
DEPOSITS.....	4
FINANCE CODE.....	4
PAYMENT REQUESTS .....	5
BE RESPONSIBLE.....	5
REIMBURSEMENTS.....	
Small Dollar Reimbursements .....	6
Compass Access Form .....	6
Expense Reports .....	6
PREFERRED VENDORS.....	7
CONTRACTS.....	7
PAYMENT REQUESTS .....	7
<b>IN-DEPTH GUIDES</b> .....	
SUPPLIER/INDIVIDUAL INFORMATION FORM.....	8
SPREADSHEETS.....	9-10
PROOF OF PAYMENT.....	11
SMALL DOLLAR REIMBURSEMENTS .....	12
EXPENSE REPORTS .....	13
CHECK REQUESTS.....	14
DEPOSITS.....	15
CONTRACTS.....	16
EVENT-PLANNING CHECKLIST .....	17
<b>APPENDIX</b> .....	
ACCOUNTS .....	18
PREFERRED VENDORS.....	19-20
<b>FORMS</b> .....	
SUPPLIER/INDIVIDUAL INFORMATION .....	21-22
DEPOSIT SLIP .....	23
SGA INTERNAL TRANSFER.....	24
CHECK REQUEST/EXPENSE REPORT FORM .....	25
SMALL DOLLAR REIMBURSEMENT FORM .....	26

## TREASURERS,

Congratulations on being selected as your organization's treasurer! As an organizational treasurer, you are part of a team of over 600 students who are committed to ensuring that their respective organizations receive the resources they need to fulfill their missions.

I am delighted to present you with the updated Eagle Source which will aid you in fulfilling your duties. Although it is comprehensive and details many of the processes you will encounter, the Eagle Source may not have answers to all of your questions. We highly encourage you to contact your divisional treasurer, SGA Staff, or myself with any questions you may have.

### SGS Staff and Student Leaders

**BBA (Undergrad Business)**

Aditya Govindraj  
aditya.govindraj@emory.edu

**College Council**

Lyndsey Garbee  
lyndsey.louise.garbee@emory.edu

**Graduate Nursing Council**

Kay White  
katherine.white@emory.edu

**Media Council**

CJ Araujo  
cj.araujo@emory.edu

**Undergraduate SGA**

Ben Wiener  
ben.wiener@emory.edu

**Theology (Candler)**

Joya Moore  
joya.renee.moore@emory.edu

**ESNA (Undergrad Nursing)**

Joy Park  
joy.park2@emory.edu

**Medical School Senate**

Wesley Manz  
wesley.j.manz@emory.edu

**SBA (Law School)**

Natalia Souza  
natalia.souza@emory.edu

**EEVM**

Soham Bhartia  
soham.bhartia@emory.edu

**Public Health**

Kathleen Keh  
kathleen.keh@emory.edu

**Allied Health**

Olivia Franco  
olivia.franco@emory.edu

**Club Sports Council**

Jason Welling  
jason.welling@emory.edu

**Graduate Business**

Michael Babitsky  
michael.babitsky@emory.edu

**Graduate SGA**

Rosilyn Chirayath  
rjchira@emory.edu

**Outdoor Emory**

Zachary Mendolla  
zmendol@emory.edu

**SPC**

Noah Lee  
noah.lee@emory.edu

**Graduate A&S**

Rylie Johnson  
ryan.johnson2@emory.edu

## WHAT IS THE SAF?

The Student Activity Fee (SAF) is paid once per semester along with tuition by every student actively enrolled at Emory University. The SAF student funds student organizations throughout campus and is allocated to divisions per the Fee Split.

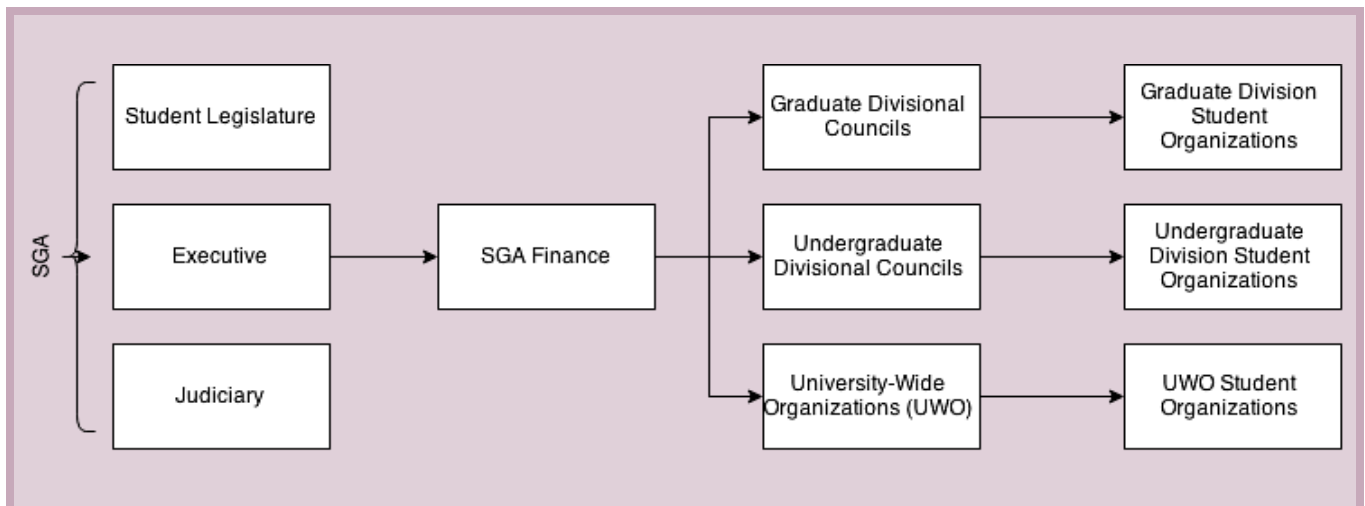
**The SAF for the 2019/2020 academic year is \$92/semester for GSGA and \$95/semester for SGA.**

- Events held using SAF funds must be open to the entire student body.
- Student Organizations must adhere to SGA and Divisional Financial Guidelines. (purchase restrictions, spend caps, etc.)

\*Each division has specific rules for distributing their allocation of the SAF to student organizations chartered under them.



## SGA STRUCTURE



**ALL PAPERWORK MUST GO THROUGH SGS**

# SGA FINANCE 101

## SPEEDTYPES (formerly known as Smartkeys)

Speedtypes are unique account numbers for student organizations within SGS.

- Ten digits long
- Treat your speedtype like your bank account number (do not share!)
- Two types of speedtypes: **allocated** and **self-generated**

*example*

0000099999

0850000000

SPEEDTYPE



## ALLOCATED

- For organizations with an allocated charter
- Speedtype where SAF funds granted by divisions/SGA are deposited
  - Funds do not roll over between academic years
- All expenditures must abide by the SGA Finance Code (restrictions/caps)
  - Funds cannot be transferred to other university departments

**ALLOCATED FUNDS CAN NOT BE MOVED TO SELF-GENERATED ACCOUNTS**

## SELF-GENERATED

- All chartered organizations with funds are eligible for a self-generated speedtype
- Organizations can deposit money collected from dues, fundraisers, etc.
  - Funds roll over every year but are reclaimed if there is no activity for 2 years
- Less restrictions on use as long as spending complies with University policies

## ACCOUNTS

APPENDIX

Accounts indicate what category of purchases you have allocated funds to.

- Five digit number
- Helpful for budgeting and planning so you know how much you anticipate spending for each category (account).
- Examples include Travel (56100), Catering (56515), and Office Supplies (53200)

\*You can find a list of account numbers in the appendix of this handbook

# SGA FINANCE 101

## SGA FUNDING CAPS

In order to provide an equal opportunity for all organizations to access Student Activity Fee funds, SGA has implemented funding caps that apply throughout all divisions.

- **Food Cap:** \$20/per person
- **Travel Cap:** \$92/per person for SGA and \$95/per person for GSGA (lodging and transportation)
- **Retreat Cap:** \$12/per person

\*Exceptions to SGA funding caps may be approved under extenuating circumstances. Final approval must be granted by the VP of Finance for that specific division.

## DEPOSITS

IN-DEPTH

To make deposits into your student organization's speedtypes, please ensure that you complete the Deposit Form and adhere to the guidelines below:

- Only checks and cash; **Paypal, CashApp, Venmo, and Credit Cards are NOT accepted**
- Separate cash from checks (For cash, put all bills of the same denomination together with bills facing heads up and facing the same direction)
- For all fundraising/events where you are charging students, you must receive permission from the SGA/GSGA VP of Finance and deposits must first be made into your allocated account to repay the amount funded by the SAF.

## FINANCE CODE

The SGA Finance Code governs all finance-related activities for all divisional councils and chartered student organizations.

- The SGA Finance Code overrides any division-specific policy or governing document. Contact your divisional treasurer for with any questions.
- You may not sell tickets for events funded by the SAF. All ticket sales must be approved by the SGA VP of Finance prior to the event.
- Self-Generated speedtypes will be forfeited if not used for 2 years.



# SGA FINANCE 101



Funds from the Student Activity Fee are never handed out as cash. In order to use these funds, student organizations must claim them by submitting reimbursements or payment requests.

## USING YOUR MONEY

Now that you have money in your speedtype... how do you use it?

### PAYMENT REQUESTS

Pay Directly from Speedtype

### REIMBURSEMENTS

Pay Upfront, Reimburse Later

## PAYMENT REQUESTS

IN-DEPTH

For larger pre-planned purchases, you should submit a payment request so that Emory can cut a check directly to your vendor.

- Your members will not have to make large purchases and wait for a reimbursement
- Payment requests take approximately 6 weeks to process (especially for contracts)
- Make sure you attach an invoice and 'SIF' to the payment request
- **Never pay an individual out of pocket for services rendered.**

## BE RESPONSIBLE

As a treasurer, your organization relies on you to be responsible and ensure that accounts are balanced and speedtypes are not overdrawn.

- You can obtain a copy of your account spreadsheet from the SGA Business Office
- Overdrawn speedtypes will result in a freeze of all your club's accounts until the debt is repaid (must repay by December 1st or club may be de-chartered)
- **SAF funds cannot be used for prizes, gifts, or donations!**
- **Raffles, tobacco, and movie rentals are not reimbursable or permitted.**
- **Non-Emory organizational bank accounts are strictly prohibited**

# SGA FINANCE 101

## REIMBURSEMENTS

IN-DEPTH

Sometimes you don't know when and where you'll buy something for your event. You can have your members pay up front and apply for a reimbursement later.

- You must attach proof of payment (receipt), please do not use cash!
- You must submit the reimbursement within 2 weeks of the purchase date.
- You may only reimburse for purchases made during the same semester.

## SMALL DOLLAR

Reimbursements less than \$250pp

- Instant turnaround period for claiming cash reimbursement.
- Most common reimbursement, easier to process than expense reports.
- Submit typed form!
- **Receipts cannot add up to more than \$250 per person.**

## EXPENSE REPORTS

Reimbursements more than \$250pp

- Two to three week turnaround time for mailed check reimbursement
- Mailing address pulled from OPUS
- More lengthy process that involves submitting a Request for Payment Form and selecting address for receiving reimbursement

## AMERICA TO GO/EMORY EXPRESS

For many preferred vendors and food providers, you can use America To Go and Emory Express to make payments directly from your speedtype.

- You must schedule an appointment with the SGS office to make a purchase through ATG or Emory Express at least 72 hours before the day of the event.
- Research what specific items you would like to order and come to the appointment prepared
- A list of ATG vendors is available and a copy can be requested from the [SGS@emory.edu](mailto:SGS@emory.edu).

# SGA FINANCE 101

## PREFERRED VENDORS

APPENDIX

Emory requires that student groups purchase from an approved list of vendors unless the product they are purchasing is not offered by any of the preferred vendors.

- Visit the SGS Business Office for assistance with making a purchase through a preferred vendor.
- All on-campus catering **must go through SGS and America To Go**. Remember to note number of people who ate, if <10, must include names of participants.

## CONTRACTS

IN-DEPTH

A SILT-approved and signed contract is required for processing your payment requests and reimbursements. All contracts are submitted to SILT through Campus Labs.

- Contracts cannot be signed by students. They must be approved by SILT at least six weeks before your event date (include a contract coversheet and SIF)
  - Make sure you have funds in place before submitting contracts on Campus Labs
  - There is a 3-4 week turnaround time for contracts and further 2 weeks for payment processing (contracts must be signed by both parties to request payment)

## TRAVEL POLICY

Emory has a student travel policy that must be adhered to by student organizations that travel. (\$92/person for SGA and \$95/person for GSGA)

- You must contact the SGS Business Office before making any travel purchases.
- If the full amount of airfare is being paid by the club or on behalf of a guest, you must use CTM Travel. Partially funded travel may be reimbursed but you must attach a partial reimbursement form, but only after travel occurs.
  - All international travel must be registered with SILT
  - Hotel folios are required
  - All documentation must show when and where travel occurred (registration form)
  - For mileage reimbursements, include google map documentation

IN-DEPTH

# SUPPLIER/INDIVIDUAL INFORMATION FORM (SIF)

## THE SUPPLIER/INDIVIDUAL INFORMATION FORM (SIF) WILL REPLACE THE W-9 FORM.

- The SIF is only required for setting up new vendors.
- Send the SIF to your vendor to complete.

**EMORY UNIVERSITY**  
PROCUREMENT & PAYMENT SERVICES

**Supplier/Individual Information Form**

This form is used to establish or update a record within the Emory University Procurement & Payment Services system and meets the Federal requirements to request a taxpayer identification number (TIN), request certain certifications for Federal procurement reporting and claims for exemption, and internal requirements for supplier establishment. This form is to be completed in the place of the Federal W-9 form. International individuals/entities should complete the appropriate W-8 form.

**FORM INSTRUCTIONS:**  
The Emory University employee that is requesting goods or services from the supplier must complete the Emory University Contact Information portion of this form before sending the form to the supplier. The supplier is to complete the remaining portions of this two-page form and return to Emory University Procurement and Payment Services by email at [emprocurement@emory.edu](mailto:emprocurement@emory.edu). Do not return this form to the IRS.

**NOTE TO SUPPLIER:** Submission of this form [does not](https://www.emory.edu) authorize a supplier to provide goods or services to Emory University until the supplier is notified by Procurement.

**Emory University Contact Information** (This must be completed by an Emory University employee before sending the form to the supplier.)

Employee Name: \_\_\_\_\_ Emory Email: \_\_\_\_\_  
School/Department: \_\_\_\_\_ Phone: \_\_\_\_\_

**Supplier/Individual Name and Information**

Legal Name: \_\_\_\_\_ DBA Name, if different: \_\_\_\_\_  
DUNS Number: \_\_\_\_\_ Foreign ID: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

TIN (select one)  
 Employer Identification Number (EIN)  
 Social Security Number (SSN)

Entity Type (select one)  
 Individual sole proprietor or single member LLC  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate  
 Foreign  
 Limited liability company (LLC)  
If LLC, select tax classification:  
 C Corporation  
 S Corporation  
 Registered agent:  
Note: For a single-member LLC that is disregarded, do not check LLC. Instead, check the appropriate box above. Exemption from FATCA reporting, if any.

Line 1: \_\_\_\_\_  
Line 2: \_\_\_\_\_  
Legal Mailing Address: City/State/Zip: \_\_\_\_\_  
Vendor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Method to receive orders:  Email  Fax

Existing Address (if different than above)  
This does not apply to individuals.  
Line 1: \_\_\_\_\_  
Line 2: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Home To Address (if different than above)  
Line 1: \_\_\_\_\_  
Line 2: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Cash Onhand Payment Terms: \_\_\_\_\_

**Certifications**

Under penalties of perjury, I certify by signing below that:

- The number shown on this form is my current taxpayer identification number (or I am waiting for a number to be issued to me).
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
- My firm is not currently delinquent, suspended, or proposed for debarment by any federal entity, and I agree to notify Emory University Procurement Services of any change in status.
- My firm does not currently have any employees, vendors, or other types of contractual relationships in place with parties on the U.S. Department of Treasury Office of Foreign Assets Control Specially Designated National (SDN) List. This list can be found at the following URL: <https://www.treasury.gov/ofac/wh/whsanctions/whsanctions>
- Am you a U.S. citizen or other U.S. person as defined in the U.S. Department of Treasury Form W-9?  Yes  No
- Are you or any Officer, Owner or Partner in this company an employee of Emory University?  Yes  No
- Is a direct family member of any of the above an Emory University employee (spouse, partner, etc.)?  Yes  No
- Does your firm agree to Emory's payment terms of net/30?  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Page 1 of 2

**EMORY UNIVERSITY**  
PROCUREMENT & PAYMENT SERVICES

Legal Name: \_\_\_\_\_ DBA Name, if different: \_\_\_\_\_

**Business Classification & Diversity Information** (This does not apply to individuals.)

All suppliers must select either "Large Business Concern (LBC)" or "Small Business Concern (SBC)" from the options below. Additionally, everyone should select any sub-classification that applies and multiple sub-classifications may be appropriate. Failure to complete this Section of the form could result in payment delays.

**Large Business Concern (LBC)**  
Controlled in kind of operations per Federal Regulations (Section 1361(b)(1)).

**Small Business Concern (SBC)**  
Independently owned and operated, and meets suitable size and control requirements for small businesses per 15 CFR 121.21, Section 3 of the Small Business Act.

**Sub-classifications:** (select all that apply)

**Minority-Owned Business (MBE)**  
Minimum 51% owned, controlled and operated day-to-day by one or more minority individuals including the following categories:  
- African American  
- Hispanic American  
- Native Pacific American  
- Native American (American Indian, Eskimo, Aleut, Native Hawaiian)

**Woman-Owned Small Business (WOSB)**  
Minimum 51% owned and controlled by one or more women who have actual ownership in day-to-day operations.

**Small Disadvantaged Business (SDB)**  
Minimum 51% owned, controlled and operated day-to-day by one or more socially disadvantaged individuals. See the Section Requested per 15 CFR 121.106. Small Disadvantaged Priority categories include the following categories:  
- African American  
- Hispanic American  
- Native Pacific American  
- Native American (American Indian, Eskimo, Aleut, Native Hawaiian)

**Woman-Owned Small Business (WOSB)**  
Minimum 51% owned, controlled and operated day-to-day by one or more women.

**Historically Black Colleges/Universities & Minority Institutions**  
An institution determined by the Secretary of Education to meet the requirements of 20 CFR 600.20. The institution must have received research funding from one or more federal agencies of government and be actively operating on November 14, 1985.

**HUBZone Small Business (HUB Zone)**  
SDB eligible, is small and is located in an historically disadvantaged business area and is owned, controlled and operated at least 51% by U.S. citizens and at least 51% of employees reside in HUB zone.

**Veteran-Owned Small Business (VOSB)**  
Minimum 51% owned, controlled and operated day-to-day by one or more U.S. veterans.

**Service Disabled Veteran-Owned Small Business (SDVOSB)**  
Minimum 51% owned by one or more service-disabled veterans of publicly traded, privately held, or sole proprietorship businesses, and the management and daily business operations of which are controlled by one or more service-disabled veterans of government and security disability, by their spouse or primary care giver.

**Alaskan Native Corporations (ANCs) & Indian Tribes**

Registered in System for Award Management (SAM)

**Additional Information**

Information about becoming a new supplier at Emory University can be found online by visiting the Procurement & Payment Services website, including information about doing business on campus, preferred payment methods, and our Supplier Code of Ethical Conduct. URL: <https://www.emory.edu/home/procurement>

Emory University Procurement seeks opportunities to foster relationships with qualified small and diverse businesses. More information can be found online by visiting the Office of Supplier Diversity website. URL: <https://www.emory.edu/home/procurement> and [Procurement@emory.edu](mailto:Procurement@emory.edu)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Page 2 of 2

Return SIF to SGA with Request for Payment form & Invoice/Contract

# SPREADSHEETS



Every speedtype has an associated spreadsheet which details account activity by date and transaction.

**Summary Tab:** only given for self-generated accounts to show rollover from previous years, if applicable.

SPREADSHEET EXAMPLE

<b>1</b>	<b>Project Desc:</b>	Dooley Club		
	<b>Dept Desc:</b>	Medical School-SGA		
	<b>SGS Division:</b>	College Council		
	<b>SpeedType:</b>	0000011111		
	<b>Project:</b>	999999		
	<b>Dept:</b>	085018		
	<b>Fiscal Year:</b>	2018	<b>Period:</b>	## JUL
	<b>BEG</b>	\$ -		
	<b>FY</b>	\$ 10.30		
	<b>TOT</b>	\$10.30		
<b>2</b>	<b>PERIOD</b>	<b>AMOUNT</b>		
	SEP	\$ -		
	OCT	\$ 400.32		
	NOV	\$ -		
	DEC	\$ (351.25)		
	JAN	\$ 200.00		
	FEB	\$ (18.20)		
	MAR	\$ (577.32)		
	APR	\$ (27.15)		
	MAY	\$ -		
	JUN	\$ -		
	JUL	\$ -		
	AUG	\$ -		
	<b>TOT</b>	\$ 33.95		
	FY2007	\$ -		
	FY2008	\$ -		
	FY2009	\$ -		
	FY2010	\$ -		
	FY2011	\$ -		
	FY2012	\$ 236.16		
	FY2013	\$ (119.31)		
	FY2014	\$ (87.60)	<b>3</b>	
	FY2015	\$ 727.98		
	FY2016	\$ 232.69		
	FY2017	\$ (966.27)		
	FY2018	\$ 10.30		

HOW DO I READ IT?

1. Name of student organization, department description, division within SGS, speedtype, project number, and department number.
2. Chart itemizes total amount spent or deposited in each month of the current fiscal year.
3. Chart itemizes the amount of money in account at the end of each fiscal year.

## Detail Tab (for Self-Generated and Allocated Accounts)

1

\$24.33	SpeedType	Account	Account Desc	Journal Id	Journal Date	Fiscal Year	Period	Description	Description-2	Reference
\$400.32	0000011111	91120	Trans - Other Support - IN	CRD1120356	10/20/17	2018	2	Conference		
(\$153.32)	0000011111	56505	Meals	CRD1120357	12/12/17	2018	4	Marco's Pizza		
\$400.00	0000011111	91120	Trans - Other Support - IN	CRD1120358	01/31/18	2018	5	Conference		
(\$18.20)	0000011111	78130	Rental Space	CRD1120359	02/22/18	2018	6	Small Dollar Reimbursement	Smith, John	PETTY CASH
(\$577.32)	0000011111	53600	Supplies - Other	CRD1120360	03/01/18	2018	7	Vendor Payment		Check
(\$27.15)	0000011111	56515	Catering-Food	CRD1120361	04/27/18	2018	8	Small Dollar Reimbursement	Smith, John	PETTY CASH

1. Headers describe what each column will entail.
  - a. The first column with the amount should be the sum of all the transactions for the current fiscal year.
  - b. Speedtype should be either the allocated speedtype or the self-generated speedtype, whichever spreadsheet is being reviewed. (Each speedtype has its own detail spreadsheet.)
  - c. Account is the account code used to identify what the transaction was made for.
  - d. Account description is a detailed information about the transaction and how it relates to the account code given.
  - e. Journal id is the id given in the system when a transaction is completed.
  - f. Journal date: date the transaction took place
  - g. Fiscal year: year the transactions took place
  - h. Period: the time in which the date falls within the fiscal year
  - i. Description: describes who or what the transaction went to
  - j. Description two: extra space for more details
  - k. Reference: how the transaction was paid

IN-DEPTH

# PROOF OF PAYMENT

You must establish proof of payment for any reimbursement you submit. Without proof of payment, No reimbursement can be made.

## IT SHOULD HAVE...

1. Name of vendor (person or company you paid)
2. Transaction date (when you paid)
3. **Itemized** description of goods or services purchased (need both bill and signed payment receipt for restaurants)
4. Amount paid
5. Form of payment (how you paid – check, or last four digits of credit card)
6. Indication of who paid ( may need credit card statement)

**Credit card statements are not receipts and cannot be used in place of receipts for reimbursements.**

## IT SHOULDN'T BE...

- Invoices must accompany a credit card/bank statement. They are not accepted as a receipt only
- Handwritten receipts (shown right) are not acceptable proof of payment
- A receipt from a previous semester must accompany a written explanation for the reason why it was submitted late.

1. Vendor name: PUBlix

2. Transaction date: 11/18/2014 16:33

3. Itemized description: FALL HARVEST 18 CT (5.99 t F), Balance Due 18.51

4. Amount paid: 18.51

5. Form of payment: Purchase VISA, Amount: \$18.51

Your cashier was Self-Checkout Lane 1

11/18/2014 16:33 S0723 R176 5426 C0776

Love to shop here. Love to save here. Visit [publix.com/save](http://publix.com/save)

Publix Super Market

WILLIAMS' BOOK STORE  
Established 1908  
708 SOUTH PACIFIC AVENUE  
San Pedro, Calif. 90731  
832-3631

Date: 2/18/81

Name: Ellen Leonard

Address: 1351 W 15th St

City: SP Zip: 90732 Phone: 832-3436

SCOP	MAIL	CHARGE
		12.95
Great Tastes of Chinese Cooking		
Author: Harper		
Publisher: Harper		
Ordered From:		
ON ORDERED BOOKS THERE IS A POSSIBILITY OF A PRICE INCREASE.		Sales Tax: .98
		Total: 13.93
		Deposit:
		Balance Due:

msl  
msl

IN-DEPTH

INSTANT  
TURNAROUND

# SMALL DOLLAR REIMBURSEMENTS (< \$250 pp)

1 ENSURE YOU HAVE PROOF OF PAYMENT (ORIGINAL ITEMIZED RECEIPT)  
ALL RECEIPTS MUST ADD UP TO LESS THAN \$250 PER PERSON

2 FILL OUT THE SMALL DOLLAR REIMBURSEMENT FORM ELECTRONICALLY & TAPE RECEIPT FACE UP TO THE BACK

**EMORY UNIVERSITY** | Emory Procurement Services  
Division of Finance

**SMALL DOLLAR REIMBURSEMENT VOUCHER FORM**  
Small dollar reimbursements are considered expenses of \$250.00 or less.

Approved Date to be filled in by the Authorized Signer  
(Form Expires 10 business days from this date)

Instructions: Please enter information below for the individual being reimbursed. This form must contain signatures of both the requester (individual being reimbursed) and the authorized signer within your designated unit before a reimbursement is issued by the Cashier's Office (101 Boisfeuillet Jones Center, Atlanta, Georgia 30322).

The authorized signer is responsible to assure no expenditures for the following are reimbursed via this form: personal expenses, memberships, subscriptions, dues, and wages. Upon receipt of the authorized signature, the individual being reimbursed should present a completed Small Dollar Reimbursement voucher Form with all required signatures and original receipts to the Cashier's Office.

Note: This form must be submitted to the Cashier's Office within 10 business days from the date of the approved form. The individual being reimbursed is required to present a valid EmoryCard ID (Emory's official identification card) to the cashier and can only submit ONE Small Dollar Reimbursement Voucher Form to the Cashier's Office per day.

1 REQUESTER NAME: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
First and Last Name of the individual being reimbursed

2 DEPARTMENT NAME: \_\_\_\_\_ DEPARTMENT #: \_\_\_\_\_

3 SPEEDTYPE: \_\_\_\_\_ ACCOUNT CODE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

4

5

6 Date of Receipts

7

8

9 Business Purpose for Reimbursement (Required):

I, as the individual being reimbursed, certify that all expenses incurred and reported to accomplish official business with Emory University are accurate and valid. I also assure there are no expenses claimed as reimbursable which relate to personal or impermissible expenses.

**REQUESTER SIGNS AT CASHIER'S OFFICE**

Signature of Requester \_\_\_\_\_ Phone Number of Requester \_\_\_\_\_

**TREASURER SIGNS HERE**

Department Approver Signature (Organization Treasurer) \_\_\_\_\_ Department Approver Printed Name & Number \_\_\_\_\_

**SGS BUSINESS OFFICE SIGNS**

AUTHORIZED APPROVER SIGNATURE (Must be a SGS Staff Member) \_\_\_\_\_ AUTHORIZED APPROVER (Printed name and contact number) \_\_\_\_\_

1. Name of student being reimbursed
2. Payee Student ID Number
3. Organization Name (A or SG)
4. Dept. Number (On Spreadsheet)
5. Amount of Reimbursement
6. Dates of Receipts
7. Speedtype to be reimbursed from
8. Gen. Account to be reimbursed from  
- Account must be in your budget
9. Legitimate business purpose for reimbursement

3 BRING FORM TO SGS OFFICE FOR APPROVAL

4 TAKE TO B.JONES BUILDING FOR CASH REIMBURSEMENT



IN-DEPTH

2-3 WEEK  
TURNAROUND

# EXPENSE REPORTS (>\$250)

Reimbursement  
 to non-Emory guest  
 to student at: (\*Address grabbed from OPUS)  
 Home Address  
 Campus/Local Address

SGA  
EM

Payment to an Individual (for services)   
 Payment to a Vendor

Today's Date: 9/1/17

Payee: James Dooley **6**

Student ID Number (Reimbursements only): 0009999 Expenses to a foreign national: NO

Club: Dooley Club - A Division: College Council **7**

Club Treasurer Signature: \_\_\_\_\_

Invoice/Receipt Number	Purchase Date	Smartkey (# plus A or SG)	Expense Type (Acct code)	Vendor/Brief Description/# of people	Amount
<b>8</b>	08/02/15	0000099999-A	56515	Chipotle Catering	201.50
2	08/02/15	0000099999-A	56515	Willy's Catering	56.50
3					
4					
5					

Total 258.00

Complete Business Purpose: Purchase of catering for Dooley's Week Kickoff **9**

**10**

PLEASE ATTACH ORIGINAL ITEMIZED RECEIPTS, INVOICES, CONTRACTS, SIF/ACH, OR OTHER PAPERWORK TO THIS FORM

## 1 COMPLETE REQUEST FOR PAYMENT ELECTRONICALLY & ATTACH RECEIPT

Check 'Reimbursement' in the top left corner AND BE SURE TO SELECT HOME OR CAMPUS/LOCAL ADDRESS (ADDRESS MUST BE IN OPUS)

- 6. Should state name of individual/company receiving payment
  - 7. Name and Division of Club
  - 8. Date of Purchase, speedtype to pay from, account to pay from, description of purchase, and amount of each purchase
  - 9. Legitimate business purpose for purchases (w/ number of people)
  - 10. Total amount of entire payment
- \*Each Vendor must be listed on separate line**

## 2 SUBMIT TO THE SGS BUSINESS OFFICE

Payments must be reimbursed or paid the same semester they were incurred

IN-DEPTH

6 WEEK  
TURNAROUND

# CHECK REQUESTS

Pay a vendor ahead of time with a check request instead of having to pay out of pocket.

**1** OBTAIN AN ITEMIZED INVOICE OF PURCHASE & VENDOR 'SIF'.

**2** COMPLETE REQUEST FOR PAYMENT ELECTRONICALLY & ATTACH INVOICE & 'SIF'

Check 'Payment to Vendor' or "Payment to Individual"

1. Name of Vendor
2. Name and Division of Club
3. Date of Purchase, speedtype to pay from, account to pay from, description of purchase, and amount of each purchase
4. Legitimate business purpose for purchases (including # of people)


**3** SUBMIT PAPERWORK TO SGS BUSINESS OFFICE BETWEEN FOUR TO SIX WEEKS PRIOR TO YOUR PAYMENT DUE DATE

Contracts take longer - must be signed by SILT before submitting to SGS

## REMEMBER...

- Checks must be cut directly to the individual performing the service (**do not pay out of pocket**)
- Notify the SGS Office if you are paying an Emory staff or student employee member

Reimbursement  
 to non-Emory guest  
 to student at: (\*Address grabbed from OPUS)  
 Home Address  
 Campus/Local Address


 Payment to an Individual (for services)   
 Payment to a Vendor

Today's Date: 9/1/17

Payee: Classic Party Rentals **1**

Student ID Number (Reimbursements only): \_\_\_\_\_ Expenses to a foreign national: NO  
 Club: Dooley Club - A Division: College Council **2**

Club Treasurer Signature: \_\_\_\_\_

Invoice/Receipt Number	Purchase Date	Smartkey (# plus A or SG)	Expense Type (Acct code)	Vendor/Brief Description/# of people	Amount
1	08/02/15	0000099999-A	78120	Dance Floor Rental	491.50
2	08/02/15	0000099999-A	52190	DJ Honorarium	200.50
3					
4					
5					
Total					692.00

Complete Business Purpose: Rental of Dance Floor and DJ for Dooley's Week **4**

PLEASE ATTACH ORIGINAL ITEMIZED RECEIPTS, INVOICES, CONTRACTS, SIF/ACH, OR OTHER PAPERWORK TO THIS FORM

# DEPOSITS

Most of the funds in your self-generated speedtype will come from deposits you submit. Remember that you cannot make money off the SAF (all SGA-approved sales must be deposited into your allocated speedtype)

**1** COLLECT ALL CASH AND CHECKS YOU WISH TO DEPOSIT

**2** COMPLETE SGS DEPOSIT SLIP  
Ensure you do not mix up your allocated and self-gen speedtypes

1. Organization/department name and date
2. Cash amount broken out by denomination
3. Checks : counted and added together to get total
4. Form total: add together cash, coins, and checks totals
5. Complete description of funds. Different descriptions should be on separate lines.
6. Write down speedtypes, account codes, and how much goes to each speedtype then total.
7. This portion is done in the SGS Office located in Emory Student Center N219.

The image shows a 'DEPOSIT FORM' with the following sections and callouts:

- 1**: Points to the top header area containing 'DEPOSIT FORM', 'Organization / Department', and 'DATE'.
- 2**: Points to the 'CASH' section, which includes a table for bills (100, 50, 20, 10, 5, 1) and coins (1.00, 0.50, 0.25, 0.10, 0.05, 0.01).
- 3**: Points to the 'CHECKS' section, including fields for '# of checks' and 'Check Total'.
- 4**: Points to the 'FORM TOTAL' box, which is the sum of 'Bills + Coins + Checks'.
- 5**: Points to the 'DISBURSEMENT' table, which has columns for 'SPEEDTYPE', 'ACCOUNT', and 'Amount'.
- 6**: Points to the 'DISBURSEMENT TOTAL' box, which must equal the 'FORM TOTAL'.
- 7**: Points to the signature and contact information section at the bottom, including 'Deposit received from', 'Deposit processed by', 'E-MAIL ADDRESS', 'PHONE NUMBER', 'BAG NUMBER', and 'EUCORE NUMBER'.

**3** SEPARATE CASH FROM CHECKS AND SORT BILLS AND CHECKS  
IN ASCENDING ORDER WITH BILLS FACING HEADS UP AND THE SAME DIRECTION

**4** SUBMIT FORM AND CHECKS/CASH TO EMORY STUDENT CENTER N219.  
Courier picks deposits up every Friday. Deposits must be in office by Wednesday @ 3:30pm to be recorded that week.

IN-DEPTH

6 WEEK  
TURNAROUND

# CONTRACTS

Contracts are legally binding agreements in which a service is exchanged between two or more parties.

1 PREPARE CLEAN COPY OF UNSIGNED CONTRACT (DIGITAL FILE)

2 LOG INTO ENGAGE/CAMPUS LABS AND ENTER STUDENT ORGANIZATIONS PORTAL



HOME EVENTS ORGANIZATIONS NEWS FORMS

Forms

3 CLICK THE FORMS TAB AND SELECT THE CONTRACT SUBMISSION

★ **Contract Submission for Review and Signature**  
End Date: Monday, March 13, 2023 2:15 PM  
Undergraduate Student Life

START

★ **Contract Submission for Review and Signature**  
End Date: Monday, March 13, 2023 2:15 PM  
Graduate Student Life

START

4 COMPLETE FORM SIX WEEKS BEFORE YOUR EVENT DATE AND SILT STAFF WILL CONTACT YOU.

5 SUBMIT FULLY EXECUTED CONTRACT (SIGNED BY BOTH PARTIES) ALONG WITH REQUEST FOR PAYMENT AND SIF TO SGA OFFICE FOR PROCESSING

# EVENT-PLANNING CHECKLIST

Remember to follow these guidelines when planning for events.

- Ensure no Divisional Monetary Policy and SGS Finance Code rules are being broken
- Create a budget that accounts for funding and spending and ensure you have the funds to proceed
- Submit Contracts and Requests for Payment at least six weeks before event date
- Understand which items are tax-exempt by visiting the Finance Division website
- Adhere to deadlines for reimbursements and payments
- Ensure that no SAF funds are being used to purchase gifts, prizes, or donations
- Track attendance. (Attendance can be tracked by reserving a card reader from SILT or using the Corq/Campus Labs Check In Apps)

# ACCOUNTS

ACCOUNT NAME	ACCOUNT NUMBER
ADVERTISING PR	62490
ALCOHOL	56122
AUDIO VISUAL SERVICES	52720
BOOKS, PERIODICALS, JOURNALS	57400
CATERING - FOOD	56515
CONFERENCE REGISTRATION	56410
COPY AND PRINTING COSTS	62460
DEPOSITS (into your account)	48010
DONATIONS (from your SG Smartkey Only)	55010
DOMESTIC TRAVEL (Airfare, lodging, parking, auto rental)	56100
ENTERTAINMENT	56500
FREIGHT/SHIPPING	62430
GAS FOR EMORY OWNED VEHICLE	53650
GAS FOR RENTAL CAR (DOMESTIC)	56100
GIFTS - NONEMPLOYEE (from SG only)	55040
GIFTS - EMPLOYEE	58010
GROUND TRANSPORTATION (Taxi, shuttle bus, etc)	56100
INTERNATIONAL TRAVEL	56030
LICENSES FEES	58235
MAINTENANCE & REPAIR	72510
MEAL GROUP < 10 (Must list Names)	56505
MEAL GROUP 10 OR MORE	56505
MILEAGE ON PERSONAL AUTO	56100
MISC SUPPLIES (paper plates, decorations)	53600
PROFESSIONAL FEES (don't pay out of pocket)	52190
PROFESSIONAL ORGANIZATION/MEMBERSHIP DUES	58210
PROMOTIONAL ITEMS (T-Shirts/Cups/Magnets/etc)	52810
PUBLISHING EXPENSES	62470
RENTAL OF EQUIPMENT	78120
RENTAL OF SPACE	78130
SHIPPING/MAILING/POSTAGE STAMPS	62440
SUPPLIES - COMPUTER (Contact Meredith first)	53210
SUPPLIES - HOSTED SOFTWARE	52665
SUPPLIES - LAB /RESEARCH	53300
SUPPLIES - NONCAP EQUIPMENT	53800
SUPPLIES - OFFICE	53200
SUPPLIES - SOFTWARE (Contact Meredith first)	53810

# PREFERRED VENDORS

AWARDS/PICTURE FRAMES/TROPHIES		
Suburban Custom Awards & Framing		404-373-3544
CATERING SERVICES		
Emory Catering		404-712-8948
America To Go (ATG)- online ordering system available through Emory Express that includes a variety of food providers and must be used for all campus events. SAF funding for food and beverages (including alcohol) shall not exceed \$20/person per event .		866-284-8646 customerservice@americatogo.com
COMPUTERS/DIGITAL COPIERS		
Contact SGS		<a href="mailto:sgs@emory.edu">sgs@emory.edu</a>
EMORY COMPUTING RESOURCES		
Helpdesk		404-727-7777
SOFTWARE/PERIPHERALS		
Software Distribution Microsoft (MAC & PC)/OS Upgrades		404-727-4741
CDWG (Adobe Software, computer peripherals)		1-800-325-3388
BROCHURES & PUBLICATIONS (EMORY ONLY)		
Emory Marketing		404-727-0334
FLORAL		
Emory Village Maud Baker		404-378-3900
FURNITURE		
Contact SGS		<a href="mailto:sgs@emory.edu">sgs@emory.edu</a>
NEWSPAPERS		
The Emory Report		404-727-5546
The Emory Wheel		404-727-6178
USA Today		1-800-872-0001
OFFICE SUPPLIES		
Staples Business Advantage		1-800-373-1929
PHOTO/VIDEO SERVICES		
Emory Graphic Design Services		404-727-7783
Emory Photo/Video Services		404-727-2025
PRINTING & DOCUMENT SERVICES		
AlphaGraphics		404-504-6088
Bennett Graphics		770-723-1192
Canterbury Press		770-952-8309
Colour One O One		404-350-1700
Emory Document Services		404-727-6859
Emory Graphic Design Services (Posters, Signs, & Banners, Video, AV Needs)		404-727-7783
FedEx Kinkos		404-321-3990
Geographics, Inc.		404-768-5805
Offset Atlanta		770-448-2765
ProGraphics		678-597-1050
Sauers Group		770-621-8888
Wallace Graphics		770-723-0202
Walton Press		770-267-2596

# PREFERRED VENDORS

PROMOTIONAL ITEMS-EXPRESS PUNCHOUTS	
Pinnacle Promotions (send equote to SGS@emory.edu)	770-457-6226
Booker Promotions	404-321-5511
RESERVING SPACE AT EMORY CAMPUS	
Academic Buimdings (after 6pm): Anthropology, Callaway, Candler Library, Glenn Church School Building, North Decatur Building, Rich Building, and White Hall	404-727-5354
Miller Ward Alumni House Reservations	404-727-5290
ResLife Residence Hall Common Areas	404-727-4144
SAAC Reservations, Pool. Tennis Courts	404-712-2430
EMORY SERVICES	
Emory Campus Services	404-727-7463
Emory Recycles	404-712-0093
Emory Surplus Property	404-727-7484
SHIPPING & MAIL SERVICES	
FedEx	1-800-463-3339
Emory Mail Services	404-727-6172
VEHICLE RENTAL/CHARTER BUS/GROUND TRANSPORTATION	
American Coach	770-449-1806
Buckhead Coach	404-296-2923
Carey Executive Limousine	404-223-2000
Chariots of Fire Transportation Services	770-528-6222
Cooper Global	770-455-9600
Emory Transportation and Parking	404-727-7275
Enterprise-Emory Location	404-728-9911
Hertz-if renting outside of Atlanta	1-800-654-2200
National Car Rental-if renting outside of Atlanta	1-844-382-6875
<b>*Must make appointment for ATG and Staples by emailing SGS@emory.edu</b>	



# SUPPLIER/INDIVIDUAL INFORMATION (SIF)



## EMORY UNIVERSITY PROCUREMENT & PAYMENT SERVICES

### Supplier/Individual Information Form

This form is used to establish or update a record within the Emory University Procurement & Payment Services' system and meets the Federal requirements to request a taxpayer identification number (TIN), request certain certifications for Federal procurement reporting and claims for exemption, and internal requirements for supplier establishment. This form is to be completed in the place of the Federal W-9 form. International individuals/entities should complete the appropriate W-8 form.

**FORM INSTRUCTIONS:**

The Emory University employee that is requesting goods or services from the supplier must complete the Emory University Contact Information portion of this form before sending the form to the supplier. The supplier is to complete the remaining portions of this two-page form and return to Emory University Procurement and Payment Services by email at [strategicsourcing@emory.edu](mailto:strategicsourcing@emory.edu). Do not return this form to the IRS.

**NOTE TO SUPPLIER:** Submission of this form does not authorize a supplier to provide goods or services to Emory University until the supplier is notified by Procurement.

#### Emory University Contact Information

*(This must be completed by an Emory University employee before sending the form to the supplier.)*

Employee Name:  Emory Email:   
 School/Department:  Campus Phone:

#### Supplier/Individual Name and Information

Legal Name:  DBA Name, if different:   
 DUNS Number:  Foreign ID:   
 Contact Name:  Phone:  Email:

TIN (select one)  Employer Identification Number (EIN)  Social Security Number (SSN) Taxpayer Identification Number:

Entity Type (select one)  Individual/sole proprietor or single member LLC  C Corporation  S Corporation  Partnership  Trust/estate  Foreign  
 Limited liability company (LLC)  
 If LLC, select tax classification:  C Corporation  S Corporation  Partnership  Other (explain):   
 Note: For a single-member LLC that is disregarded, do not check LLC. Instead, check the appropriate box above  
 Exemption Code:   
 Exemption from FATCA reporting, if any:

Legal Mailing Address  
 Line 1:   
 Line 2:   
 City/State/Zip:   
 Website:  Phone:   
 Email:  Fax:

Ordering Address (if different than above)  
 Method to receive orders:  Email  Fax  
 Line 1:   
 Line 2:   
 City/State/Zip:  Phone:   
 Email:  Fax:

Remit To Address, (if different than above)  
 Line 1:   
 Line 2:   
 City/State/Zip:  Phone:   
 Email:  Cash Discount Payment Terms:  None

#### Certifications

Under penalties of perjury, I certify by signing below that

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me).
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
- My firm is not currently debarred, suspended, or proposed for debarment by any federal entity and I agree to notify Emory University Payment Services of any change in status.
- My firm does not currently have any employees, vendors, or other types of contractual relationships in place with parties on the U.S. Department of Treasury Office of Foreign Assets Control Specially Designated National (SDN) List. This list can be found at the following URL: <http://www.ustreas.gov/offices/enforcement/ofac/sdn/>
- Are you a U.S. citizen or other U.S. person as defined in the U.S. Department of Treasury Form W-9?  Yes  No
- Are you or any Officer, Owner or Partner in this company an employee of Emory University?  Yes  No
- Is a direct family member of any of the above an Emory University employee (spouse, partner, etc.)?  Yes  No
- Does your firm agree to Emory's payment terms of Net30?  Yes  No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Page 1 of 2



# EMORY UNIVERSITY

## PROCUREMENT & PAYMENT SERVICES

Legal Name:

DBA Name, if different:

### Business Classification & Diversity Information (This does not apply to Individuals.)

All suppliers must select either "Large Business Concern (LBC)" or "Small Business Concern (SBC)" from the options below. Additionally, everyone should select any sub-classification that applies and multiple sub-classifications may be appropriate. Failure to complete this Section of the form could result in payment delays.

**Large Business Concern (LBC)**  
Dominant in field of operations per Federal Acquisitions Circular (FAC 9.201).

**Sub-classifications:**  
(select all that apply)

**Minority-Owned Business (MBE)**  
Minimum 51% owned, controlled and operated day-to-day by one or more minority individuals; includes the following categories:  
• African American • Hispanic American  
• Asian-Pacific American • Asian-Indian American  
• Native American (American Indian, Eskimo, Aleut, Native Hawaiian)

**Woman-Owned Business (WBE)**  
Minimum 51% owned and controlled by one or more women who have active involvement in day-to-day operations.

**Small Business Concern (SBC)**  
Independently owned and operated, and meets industry size and receipt requirements for small businesses per SBA 13 CFR 121. Section 3 of the Small Business Act.

**Sub-classifications:**  
(select all that apply)

**Small Disadvantaged Business (SDB)**  
Minimum 51% owned, controlled and operated day-to-day by one or more socially disadvantaged individuals. May be Section 8(a)-certified per 13 CFR 124.1002. Small Disadvantaged Ethnicity definitions include the following categories:  
• African American • Hispanic American  
• Asian-Pacific American • Asian-Indian American  
• Native American (American Indian, Eskimo, Aleut, Native Hawaiian)

**Woman-Owned Small Business (WOSB)**  
Minimum 51% owned, controlled and operated day-to-day by one or more women.

**Historically Black Colleges/Universities & Minority Institutions**  
An institution determined by the Secretary of Education to meet the requirements of 34 CFR Section 608.2. The term also means any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.

**HUBZone Small Business (HUB Zone)**  
SBA certified; is small and is located in an "historically underutilized business zone" and is owned, controlled and operated at least 51% by U.S. citizens and at least 35% of employees reside in HUB zone.

**Veteran-Owned Small Business (VOSB)**  
Minimum 51% owned, controlled and operated day-to-day by one or more U.S. veterans.

**Service Disabled Veteran-Owned Small Business (SDVOSB)**  
Minimum 51% owned by one or more service-disabled veterans (if publicly owned, minimum 51% of the stock is owned by one or more service-disabled veterans), and the management and daily business operations of which are controlled by one or more service-disabled veterans (if permanently and severely disabled, by their spouse or primary care giver).

**Alaskan Native Corporations (ANCs) & Indian Tribes**

**Registered in System for Award Management (SAM)**

### Additional Information

Information about becoming a new supplier at Emory University can be found online by visiting the Procurement & Payment Services website, including information about doing business on campus, preferred payment methods, and our Supplier Code of Ethical Conduct. URL: [https://www.finance.emory.edu/home/Procure\\_and\\_Pay/for\\_suppliers/](https://www.finance.emory.edu/home/Procure_and_Pay/for_suppliers/)

Emory University Procurement seeks opportunities to foster relationships with qualified small and diverse businesses. More information can be found online by visiting the Office of Supplier Diversity website. URL: [https://www.finance.emory.edu/home/Procure\\_and\\_Pay/supplier\\_diversity/](https://www.finance.emory.edu/home/Procure_and_Pay/supplier_diversity/)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# ACH FORM



**EMORY**  
UNIVERSITY

Procurement and Payment Services

## Emory ACH Payment Authorization Form

Email Form to [actspay@emory.edu](mailto:actspay@emory.edu)

### Vendor Information

Vendor Name	<input type="text"/>
Vendor Division Name	<input type="text"/>
Vendor Address	<input type="text"/>
Vendor Primary Contact Name	<input type="text"/>
Vendor Primary Contact Phone	<input type="text"/>
Vendor Primary Contact Email *	<input type="text"/>

\* Remittance information will be sent to this email address.

### Banking Information

Name of Receiving Bank	<input type="text"/>
Routing Number	<input type="text"/>
Account Number	<input type="text"/>
Bank Contact Name	<input type="text"/>
Bank Contact Phone	<input type="text"/>
Bank Contact Email	<input type="text"/>

### Vendor Authorization

We hereby authorize, with the signature below, Emory University Payment Services to deposit all payments into the above referenced account.

Vendor Authorized Signature	<input type="text"/>
Authorized Signer's Title	<input type="text"/>
Authorized Signer's Phone	<input type="text"/>
Date of Signature	<input type="text"/>

### For Emory Payment Services Use Only

Emory Vendor ID (PeopleSoft)	<input type="text"/>
Bank Information Entered on	<input type="text"/>
Bank Information Entered by	<input type="text"/>
Vendor Maintenance Information Verified by	<input type="text"/>

# DEPOSIT SLIP

<b>DEPOSIT FORM</b>	DATE:
Organization / Department	

CASH	Bill	Qty	=	Total	Coin	Qty	=	Total
	100	x			1.00	x		
	50	x			0.50	x		
	20	x			0.25	x		
	10	x			0.10	x		
	5	x			0.05	x		
	1	x			0.01	x		
<b>Total Bills</b>				<b>=</b>	<b>Total Coins</b>			

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;">CHECKS</td> <td style="width: 40%; padding: 5px;"># of checks</td> </tr> <tr> <td style="width: 60%; padding: 5px;"></td> <td style="width: 40%; padding: 5px;">Check Total</td> </tr> </table>	CHECKS	# of checks		Check Total	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;"><b>FORM TOTAL</b></td> <td style="width: 20%; padding: 5px;"><b>=</b></td> </tr> <tr> <td style="width: 80%; padding: 5px;"></td> <td style="width: 20%; padding: 5px;">Bills + Coins + Checks</td> </tr> </table>	<b>FORM TOTAL</b>	<b>=</b>		Bills + Coins + Checks
CHECKS	# of checks								
	Check Total								
<b>FORM TOTAL</b>	<b>=</b>								
	Bills + Coins + Checks								

DISBURSEMENT	SPEEDTYPE	ACCOUNT	Amount
Speedtype			
Description			
Speedtype			
Description			
Speedtype			
Description			
Speedtype			
Description			

<b>FORM TOTAL MUST EQUAL DISBURSEMENT TOTAL</b>	<b>DISBURSEMENT TOTAL</b>
---	---------------------------

Deposit received from:

PRINTED NAME	SIGNATURE
E-MAIL ADDRESS	PHONE NUMBER

Deposit processed by:

PRINTED NAME	SIGNATURE
--------------	-----------

BAG NUMBER:
-------------

EUCORE NUMBER: EU
-------------------

# INTERNAL TRANSFER FORM



**EMORY UNIVERSITY**  
STUDENT GOVERNMENT ASSOCIATION

## Internal Transfer Form

Requesting Organization (providing the funding) \_\_\_\_\_

Smartkey Number to Debit \_\_\_\_\_

Administrator of Debiting Smartkey \_\_\_\_\_

Receiving Organization (receiving the funding) \_\_\_\_\_

Smartkey Number to Credit \_\_\_\_\_

Administrator of Receiving Smartkey \_\_\_\_\_

Amount of Transfer      \$ \_\_\_\_\_

Organizational Treasurer's Signature \_\_\_\_\_ Date

Divisional Treasurer's Signature \_\_\_\_\_ Date

SGA Treasurer's Signature \_\_\_\_\_ Date

SGA Business Manager's Signature \_\_\_\_\_ Date

Reason For Transfer [Print Below]: *Please be specific. If charges are to offset another organizational or departmental account, we will need financial data from their ledgers.*

Date on Excel \_\_\_\_\_ Date on PS \_\_\_\_\_  
Emory University Student Government Association

# CHECK REQUEST/EXPENSE REPORT (>\$250)

- Reimbursement
  - to non-Emory guest
  - to student at: (\*Address grabbed from OPUS)
    - Home Address
    - Campus/Local Address



- Payment to an Individual (for services)
- Payment to a Vendor

Today's Date: \_\_\_\_\_

Payee: \_\_\_\_\_

Student ID Number (Reimbursements only): \_\_\_\_\_ Expenses to a foreign national: NO

Club: \_\_\_\_\_ Division: \_\_\_\_\_

Club Treasurer Signature: \_\_\_\_\_

Invoice/Receipt Number	Purchase Date	Smartkey (# plus A or SG)	Expense Type (Acct code)	Vendor/Brief Description/# of people	Amount
1					
2					
3					
4					
5					

Total \_\_\_\_\_

Complete Business Purpose: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**PLEASE ATTACH ORIGINAL ITEMIZED RECEIPTS, INVOICES, CONTRACTS, SIF/ACH, OR OTHER PAPERWORK TO THIS FORM**

# SMALL DOLLAR REIMBURSEMENT FORM (<\$250)



Emory Procurement Services  
Division of Finance

## SMALL DOLLAR REIMBURSEMENT VOUCHER FORM

Small dollar reimbursements are considered expenses of \$250.00 or less.

Approved Date to be filled in by the Authorized Signer  
(Form Expires 10 business days from this date)

Approved Date

Instructions: Please enter information below for the individual being reimbursed. This form must contain signatures of both the requester (individual being reimbursed) and the authorized signer within your designated unit before a reimbursement is issued by the Cashier's Office (101 Boisfeuillet Jones Center, Atlanta, Georgia 30322) -

The authorized signer is responsible to assure no expenditures for the following are reimbursed via this form: personal expenses, memberships, subscriptions, dues, and wages. Upon receipt of the authorized signature, the individual being reimbursed should present a completed Small Dollar Reimbursement Voucher Form with all required signatures and original receipts to the Cashier's Office.

Note: This form must be submitted to the Cashier's Office within 10 business days from the date of the approved form. The individual being reimbursed is required to present a valid EmoryCard ID (Emory's official identification card) to the cashier and can only submit ONE Small Dollar Reimbursement Voucher Form to the Cashier's Office per day.

REQUESTER NAME: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
First and Last Name of the individual being reimbursed

DEPARTMENT NAME: \_\_\_\_\_ DEPARTMENT #: \_\_\_\_\_

SPEEDTYPE: \_\_\_\_\_ ACCOUNT CODE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

Business Purpose for Reimbursement (Required):

Date of Receipts

I, as the individual being reimbursed, certify that all expenses incurred and reported to accomplish official business with Emory University are accurate and valid. I also assure there are no expenses claimed as reimbursable which relate to personal or impermissible expenses.

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Phone Number of Requester

\_\_\_\_\_  
Department Approver Signature (Organization Treasurer)

\_\_\_\_\_  
Department Approver Printed Name & Number

\_\_\_\_\_  
AUTHORIZED APPROVER SIGNATURE (Must be a SGS Staff Member)

\_\_\_\_\_  
AUTHORIZED APPROVER  
(Printed name and contact number)