You've Got Funding!

The Student Government Accounting Office
presents

SGAO (SPENDING) WORKSHOP
2013-2014

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Student Union #1018, MSC03-2210   ph: 505-277-7888  fax: 505-277-2987   web: sgao.unm.edu
The Student Government Accounting Office is a service brought to you by your student activity fees.
Getting Started

✓ GET CHARTERED

Only chartered student organizations at the University of New Mexico may receive funding from ASUNM and/or GPSA. To charter your student organization visit the Student Activities Center in SUB 1018 or call 277-4706. Information regarding chartering workshops is also available at sac.unm.edu

✓ ATTEND SGAO WORKSHOP

All student organizations receiving ASUNM and/or GPSA budgets must have at least 2 representatives’ sign in and attend a mandatory SGAO Spending Workshop. There are 11 workshops offered between July and October at various times. The two required representatives do not need to attend the same workshop; however accessing your account can only take place after two representatives have attended.

Graduate organizations that receive PB funds (pro-rated benefits) have separate workshops designed specifically for them. These workshops are now required in order to receive PB funds. They are also highly recommended in order to understand spending policies and procedures. Please inquire about the dates and times of these workshops for PB funded groups.

✓ SUBMIT A SIGNATURE AUTHORIZATION FORM

Authorized signers are typically officers in the organization and have the responsibility of monitoring their organization’s account. To initiate any transaction for a student organization account, 2 Authorized Signers must sign the Internal Requisition (IR) form. A minimum of 3 signers is required on accounts because individuals may not authorize their own reimbursement. (Advisors may be on the organization’s account, but are not required.) The forms expire each year on June 30th, resulting in no signers on the account each July 1st.

Signature Authorization Forms are available at the Student Government Accounting Office (SUB 1018) as well as online at sgao.unm.edu

✓ SUBSCRIBE TO THE SGAO LIST-SERV

The list-serv provides student organizations with important deadlines and other pertinent information regarding their SGAO account and funding.
To subscribe:
1) send a message to listserv@list.unm.edu
2) leave the subject field blank
3) as the message, type only:
subscribe sgao-L <your first name> <your last name>
Note: You will automatically be added to our list-serv by providing your email address on the signature authorization form.
Reimbursements

Important:
1. Reimbursement claims should be submitted to the SGAO as soon as possible, but no later than 30 calendar days after making the purchase.
2. Reimbursements can only be made to UNM students and UNM employees.
3. Receipts being submitted must be original and itemized showing the items purchased and method of payment, i.e. cash, credit card.

Types of Reimbursements

Petty Cash
Paperwork Timeline – Same Day
Method of Payment – Cash
Must be:
- Under $100
Only for:
- Goods off the shelf (no tax) - To avoid paying tax, use tax-exempt form at the back of this booklet.
- Restaurant receipts (can include tax & tip)

Checks (or direct deposit)
Paperwork Timeline – 14-21 Days
Can be:
- Under $100 (if payee chooses to receive a check instead of coming in for petty cash)
- Reimbursements over $100
Only for:
- Goods off the shelf (no tax) - To avoid paying tax, use tax-exempt form at the back of this booklet.
- Restaurant receipts (can include tax & tip)

What To Do

• Fill out the IR form with detailed information (see page 3).
• Attach ALL ORIGINAL / ITEMIZED receipts (do not use highlighter; circle or * instead).
• Have payee sign at top or side of receipt(s).
  (DO NOT SIGN ON CREDIT CARD LINE)
• Attach a sign-in sheet for food purchases with less than 21 attendees.
**INTERNAL REQUISITION**

**ORGANIZATION:** The Comics Club  
**DATE:** 07/15/13

**ORG. CONTACT:** Tom Garcia  
**PHONE:** 555-5555  
**E-MAIL ADDRESS:** tommyg@unm.edu

**PAYMENT TYPE:**  
1. **REIMBURSE UNM STUDENT OR EMPLOYEE**  
2. **ON-CAMPUS VENDOR**  
3. **OFF-CAMPUS VENDOR**

**PAYEE INFORMATION:**  
**Payee Name:** Lucy Lobo

**Address:** 4122 Desert Springs Drive  
Albuquerque, NM 87131

**City**  
**State**  
**Zip**

**Phone:** 866-5626  
**E-mail address:** ladylobo@unm.edu

**Foreign National:** Yes

*Complete one ID # as applicable to payee*

**UNM ID # 1000000000**  
(UNM Student / Employee)

**SSN # _______ - _______ - _______**  
(Individual NON-UNM)

**Federal Tax ID # _______ - _______ - _______**  
(Off-campus Vendor)

<table>
<thead>
<tr>
<th>DESCRIPTION OF GOODS OR SERVICES</th>
<th>REASON FOR EXPENSE(S)</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walmart - Refreshments</td>
<td>Bananas purchased to make banana splits for the club's annual spring recruitment and informational event.</td>
<td>$26.01</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

| REQUIRED FOR EVENTS:  
**NAME OF EVENT:** The Comics Club Recruitment Event  
**DATE:** 07/13/13

**START TIME:** 4pm  
**END TIME:** 6pm  
**LOCATION:** SUB Acoma  
**# of Attendees:** 34 (IF <21, ATTACH LIST OF ATTENDEES)

**ACCOUNT NUMBERS TO CHARGE AND AMOUNTS** (Fill-in all that apply)

**ACCOUNT:** 670 000 - 31BO  
**$26.01**

**ACCOUNT:** 670 ______ - ______  
**$______**

**TOTAL CHARGE AMOUNT:** $26.01

**Authorized Signature:**  
**Date:** 7/15/13

**Authorized Signature:**  
**Date:** 7/15/13

*Note: Payee cannot authorize his or her own reimbursement*

**SGAO OFFICE USE ONLY**

**Comments:**

**Approved By:**  
**Date:**

**Document Type:**  
**Tracking #**
On-Campus — Bookstore

Paperwork Timeline — 2-3 Days

What To Do

• Fill out and submit the IR form to the SGAO (see page 4).

• After submitted, the SGAO will type up a Bookstore Requisition that you must pick up. (We will call the organization contact person when ready).

• The Bookstore Requisition must be taken to the Bookstore in order to make purchases and receive a discount.

• After choosing your items, checkout at the Department Requisitions desk at the back left corner of the Bookstore and present them with your Bookstore Requisition.

• Obtain your Bookstore receipt and return it to the SGAO as quickly as possible.
INTERNAL REQUISITION

ORGANIZATION: Yoga and Pilates Club
ORG. CONTACT: Tom Jenkins
DATE: 07/15/13
PHONE: 555-5555
E-MAIL ADDRESS: tommyj@unm.edu

PAYMENT TYPE:
1. □ REIMBURSE UNM STUDENT OR EMPLOYEE
2. □ ON-CAMPUS VENDOR
3. □ OFF-CAMPUS VENDOR

□ PETTY CASH <$100
☑ CHECK
☐ ONE TIME
☐ MASTER
☐ OR INDIVIDUAL

PAYEE INFORMATION:
Payee Name: UNM Bookstore
Address: ____________________________
____________________________________
City State Zip
UNM ID # ____________________________
UNM Student /Employee
SSN # ____________________________
Individual-
NON- UNM
Foreign National: □ Yes
(Complete one ID # as applicable to payee)

Phone: ____________________________
E-mail address: ______________________
Federal Tax ID # ____________________
(Off-campus Vendor)

DESCRIPTION OF GOODS OR SERVICES
Office Supplies - binders, pens, ____________
staclip, post-its, tape ____________
Book - "The Pilates Way" ____________

REASON FOR EXPENSE(S)
Basic office supplies for organizational use. _______
Educational reference for members to utilize in our
office. _______

COST
$ 20.00
$ 30.00

REQUIRED FOR EVENTS:
NAME OF EVENT: ______________________
DATE: ______________________
START TIME: _____ END TIME: _____ LOCATION: ________________
# of Attendees ______ (IF <21, ATTACH LIST OF ATTENDEES)

ACCOUNT NUMBERS TO CHARGE AND AMOUNTS
(Account: 670 000 - 3100 $ 20.00)
(Account: 670 000 - 3110 $ 30.00)
TOTAL CHARGE AMOUNT $ 50.00

Authorized Signature: Yomie 7/16/13
Authorized Signature: Lucy 7/16/13

Note: Payee cannot authorize his or her own reimbursement

SGAO OFFICE USE ONLY

COMMENTS:

Approved By: ______________________
Date: ______________________
Document Type: ________________
Tracking #: ____________________
SUB Vendor — Lobo Cash Card

Paperwork Timeline – Same Day

Important:
1. This type of request can be used for food requests in the SUB, separate from SUB Catering.
2. There is no discount associated with this option.
3. A Lobo Cash Card can only be checked out between the hours of 8:30am-4:30pm, Monday-Friday. If your event is happening outside of these hours, pre-pay during allowed time frame and arrange later food pickup time with vendor.

What To Do

• Check with the SUB vendor to determine order details and price estimate.

• Fill out and submit the IR form to the SGAO (see page 5).

• We will review your request immediately and, if approved, check out an SGAO Lobo Cash Card for your immediate use.

• Check out process includes leaving your UNM ID and completing a brief checkout form.

• After you complete your purchase, return the Lobo Cash Card and the receipt to the SGAO office and pick up your id. We will then charge your account for your purchase.
INTERNAL REQUISITION

ORGANIZATION: Skate Boarding Club
ORG. CONTACT: Chris Knight
PHONE: 555-5555
E-MAIL ADDRESS: knight@unm.edu

DATE: 08/15/13

PAYMENT TYPE:
1. ☐ REIMBURSE UNM STUDENT OR EMPLOYEE
   ☐ PETTY CASH <$100  ☐ CHECK
2. ☑ ON-CAMPUS VENDOR
   ☐ ONE TIME  ☐ MASTER
3. ☐ OFF-CAMPUS VENDOR
   ☐ OR INDIVIDUAL

PAYEE INFORMATION:
Payee Name: Saggio’s / Lobo Cash Card

(this sample can be used for ONE TIME PAYMENTS to SUB Vendors including:
   *Chick-fil-A*  *-Mercado*  *Saggio’s*  *Sonic*
   *Sahara*  *Satellite Coffee*  *Times Square Deli*  *Garcia’s*

No Address or ID numbers necessary for on-campus vendors

DESCRIPTION OF GOODS OR SERVICES

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>REASON FOR EXPENSE(S)</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pizzas and Drinks</td>
<td>Refreshments for general meeting with a guest speaker from Skate Board Science Inc.</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

REQUIRED FOR EVENTS:
NAME OF EVENT: Meeting w/ Guest Speaker - Sealy Peterson
DATE: 08-15-13
START TIME: 6pm  END TIME: 8pm
LOCATION: SUB Acoma A  # of Attendees: 30  (IF <21, ATTACH LIST OF ATTENDEES)

ACCOUNT NUMBERS TO CHARGE AND AMOUNTS (Fill-in all that apply)
ACCOUNT: 670 000 - 3180  $75.00
ACCOUNT: 670 ___ - ________  $_______

TOTAL CHARGE AMOUNT: $75.00

Authorized Signature:
Tony Hawk 8/13
Date

Note: Payee cannot authorize his or her own reimbursement

SGAO OFFICE USE ONLY

APPROVED BY:  Date:

Document Type:  Tracking #

White - SGAO  Yellow – Student Organization
On-Campus Vendors – One Time

Paperwork Timeline – 2-3 Days

**What To Do**

- Fill out and submit the IR form to the SGAO (see page 6).
  
  ***For SUB Catering, please attach copy of catering estimate, if possible.***

- After submitted, we will send necessary paperwork to these vendors.

- Payment will be made directly, but if you receive the bill, be sure to get it to the SGAO as quickly as possible.

- If plans change that will alter the amount or date of use, please let us know so money will not be reserved from your account for that purpose. (Particularly if an event is canceled, let us know at the earliest convenience.)
INTERNAL REQUISITION

ORGANIZATION: Zoology Club
ORG. CONTACT: Tom Garcia
PHONE: 555-5555
E-MAIL ADDRESS: tommyg@unm.edu

DATE: 07/15/13

PAYMENT TYPE:
1. ☐ REIMBURSE UNM STUDENT OR EMPLOYEE
☐ PETTY CASH <$100  ☐ CHECK
2. ☑ ON-CAMPUS VENDOR
☐ ONE TIME ☐ MASTER
3. ☐ OFF-CAMPUS VENDOR
☐ OR INDIVIDUAL

PAYEE INFORMATION:
Payee Name: Student Union

:this sample can be used for ONE TIME PAYMENTS to on-campus vendors including:
*The Daily Lobo*
*Digital Printing/UNM Copy Center*
*ITSC*
*Student Union Building/ SUB Catering*
*Physical Plant*

No Address or ID numbers necessary for on-campus vendors(unless using North Campus Vendors)

DESCRIPTION OF GOODS OR SERVICES
Catering

REASON FOR EXPENSE(S)
Refreshments for general meeting with a guest speaker from the Rio Grande Zoo. (see attached copy of catering order)

COST
$75.00

REQUIRED FOR EVENTS:
NAME OF EVENT: Meeting w/ Guest Speaker - Traci Bearwood
DATE: 08-05-13

START TIME: 6pm  END TIME: 8pm
LOCATION: SUB Acoma A # of Attendees 30 (IF < 21, ATTACH LIST OF ATTENDEES)

ACCOUNT NUMBERS TO CHARGE AND AMOUNTS (Fill-in all that apply)
ACCOUNT: 670 000 - 3120  $75.00
ACCOUNT: 670 __ __ - $__

Authorized Signature
Bryan Paske 7/13

Note: Payee cannot authorize his or her own reimbursement

SGAO OFFICE USE ONLY

COMMENTS:

Approved By: Date:
Document Type: Tracking #

White - SGAO  Yellow – Student Organization
On-Campus Vendors - Master
(cannot be used with the Bookstore or the SUB)

Paperwork Timeline – 2-3 Days

What To Do

- Fill out and submit the IR form to the SGAO (see page 7).
- After submitted, we will send necessary paperwork to these vendors.
- Payment will be made directly, but if you receive any bills/invoices, be sure to get them to the SGAO as quickly as possible.
- For the Copy Center/Digital Printing, you may request the PR number or a copy of the PR so you will have the master number of your account there.
- Because Master Accounts are setup with a not to exceed amount, remember to keep track of how much you are spending in order to verify you are being billed correctly or when you are reaching your limit.

If you decide to decrease or increase the amount of your master, simply let the SGAO know by sending your accountant an email or by submitting a memo in writing to the SGAO office.
INTERNAL REQUISITION

ORGANIZATION: Belly Dance Club
ORG. CONTACT: Lucy Lobo
PHONE: 555-5555
E-MAIL ADDRESS: llubo@unm.edu

DATE: 7/30/13

PAYMENT TYPE:
1. REIMBURSE UNM STUDENT OR EMPLOYEE
   PETTY CASH <$100  CHECK
2. ON-CAMPUS VENDOR
   ONE TIME  MASTER
3. OFF-CAMPUS VENDOR
   OR INDIVIDUAL

PAYEE INFORMATION:
Payee Name: Daily Lobo

(this sample can be used for MASTER ACCOUNTS to on-campus vendors including:
*The Daily Lobo*  *Digital Printing/UNM Copy Center*  *ITS*  *Physical Plant*
* Master accounts cannot be used for SUB catering or the Bookstore*

No Address or ID numbers necessary for on-campus vendors

<table>
<thead>
<tr>
<th>DESCRIPTION OF GOODS OR SERVICES</th>
<th>REASON FOR EXPENSE(S)</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisements</td>
<td>To notify campus of Belly Dance club meetings and dancing events throughout the semester.</td>
<td>$300.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REQUIRED FOR EVENTS:
NAME OF EVENT: ______________________ DATE: ____________
START TIME: ___ END TIME: ___ LOCATION: ____________ # of Attendees (IF < 21, ATTACH LIST OF ATTENDEES)

ACCOUNT NUMBERS TO CHARGE AND AMOUNTS (Fill-in all that apply)
ACCOUNT: 670 000 - 6370 $300.00
ACCOUNT: 670 ___ ___ - ________ $__________

TOTAL CHARGE AMOUNT → → → → → → → → → → → $ Not to exceed $300.00

Authorized Signature: Jackie Jumper 7/30/13
Authorized Signature: Julianne Hough 7/30/13
Note: Payee cannot authorize his or her own reimbursement

SGAO OFFICE USE ONLY

Approved By: ___________________ Date: ____________
Document Type: ____________ Tracking #: ____________

White - SGAO  Yellow – Student Organization
Off Campus – Small Purchase Orders
(food only)

Paperwork Timeline – 2-3 Days

What To Do

• Ask the food vendor/restaurant if they will accept a Small Purchase Order from the University and be willing to wait until after the event for payment. Vendors may or may not be listed on the following pages, but you should ask regardless.

• Fill out and submit the IR form to the SGAO (see pages 8). Be sure to include the federal tax ID number and correct address.

• After submitted, the SGAO will type up a Small Purchase Order (SPO) that you must pick up. (We will call the organization contact person when ready).

• You must take the typed SPO document to the vendor at the time of purchase. DO NOT GIVE THEM THE IR.

• Bring back either an invoice or itemized receipt to the SGAO so payment may be issued. Also bring back a list of attendees if less than 21 people attended the event. This should be done in a timely manner to avoid delaying the vendor’s payment.
# INTERNAL REQUISITION

**ORGANIZATION:** Knitting for Fun Club  
**DATE:** 08/23/13

**ORG. CONTACT:** Jackie Garcia  
**PHONE:** 555-5555  
**E-MAIL ADDRESS:** jackie@unm.edu

## PAYMENT TYPE:
1. □ REIMBURSE UNM STUDENT OR EMPLOYEE  
2. □ ON-CAMPUS VENDOR  
3. ☑ OFF-CAMPUS VENDOR OR INDIVIDUAL

## PAYEE INFORMATION:
**Payee Name:** Smith's

**Address:** 3701 Constitution Ave NE  
Albuquerque, NM 87110

**City**  
**State**  
**Zip**

**Phone:** 256-9423  
**E-mail address:**

## FOREIGN NATIONAL:
- □ Yes  
- □ No

**UNM ID #:**

**SSN #:**

**Federal Tax ID #:** 87-0258768

## DESCRIPTION OF GOODS OR SERVICES
| Snacks including: veggie tray, fruit tray, cookies and juice. |

## REASON FOR EXPENSE(S)
- For membership recruitment event.

## COST
| $80.00 |

## REQUIRED FOR EVENTS:
- **NAME OF EVENT:** Recruitment and Intro Class  
- **DATE:** 08/24/13

- **START TIME:** 5pm  
- **END TIME:** 7pm  
- **LOCATION:** Duck Pond  
- **# of Attendees:** 18  
- **(IF <21, ATTACH LIST OF ATTENDEES)**

## ACCOUNT NUMBERS TO CHARGE AND AMOUNTS

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>670 000</td>
<td>$80.00</td>
</tr>
</tbody>
</table>

**TOTAL CHARGE AMOUNT:**

**Not to exceed $80.00**

## AUTHORIZED SIGNATURES
- **Date:** 8/23/13
- **Authorized Signature:**

## COMMENT:

**SGAO OFFICE USE ONLY**

**Approved By:**  
**Date:**  
**Document Type:**  
**Tracking #:**

White - SGAO  
Yellow - Student Organization
<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>ADDRESS</th>
<th>ZIP</th>
<th>COI PHONE#</th>
<th>FED TAX #</th>
<th>UNM ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLEBEEFS</td>
<td>2000 YALE BLVD SE</td>
<td>87106</td>
<td>324-9119</td>
<td>85-0464794</td>
<td>100035092</td>
</tr>
<tr>
<td>ASIAN NOODLE BAR</td>
<td>318 CENTRAL AV SE</td>
<td>87107</td>
<td>224-9119</td>
<td>85-0464794</td>
<td>100035092</td>
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<tr>
<td>BAGGINS / SANDWICHCRAFT, INC</td>
<td>2128 CENTRAL SE</td>
<td>87106</td>
<td>242-5366</td>
<td>85-0450098</td>
<td>100049861</td>
</tr>
<tr>
<td>BANDIDO'S HIDEOUT RESTAURANT</td>
<td>5838 LOST DUTCHMAN NE</td>
<td>87111</td>
<td>298-4055</td>
<td>85-0387048</td>
<td>100024671</td>
</tr>
<tr>
<td>BASKIN ROBBINS</td>
<td>2216 CENTRAL AV SE</td>
<td>87106</td>
<td>262-2216</td>
<td>30-0261607</td>
<td>100058363</td>
</tr>
<tr>
<td>BRICKYARD PIZZA</td>
<td>6520 AMERICAS PARKWAY</td>
<td>87110</td>
<td>872-3633</td>
<td>41-1889725</td>
<td>100037143</td>
</tr>
<tr>
<td>BUCA DI BEPPO</td>
<td>2933 Monte Vista Blv. NE</td>
<td>87111</td>
<td>551-67-5163</td>
<td>101560761</td>
<td></td>
</tr>
<tr>
<td>CAROLINA'S MEXICAN FOOD</td>
<td>108 VASSAR DR</td>
<td>87106</td>
<td>268-2300</td>
<td>85-0439038</td>
<td>101295759</td>
</tr>
<tr>
<td>CARRAROS PIZZA / PDR Enterprises</td>
<td>1400 SAN PEDRO NE</td>
<td>87106</td>
<td>255-4740</td>
<td>85-0339366</td>
<td>100025440</td>
</tr>
<tr>
<td>CITY TREATS PARTIES C/O Stefani man</td>
<td>5001 CENTRAL AV NE</td>
<td>87108</td>
<td>238-5136</td>
<td>56-6550467</td>
<td>101542726</td>
</tr>
<tr>
<td>COACHES SPORTS GRILL</td>
<td>1414 CENTRAL SE</td>
<td>87111</td>
<td>244-2189</td>
<td>85-0293433</td>
<td>100022618</td>
</tr>
<tr>
<td>DION'S PIZZA</td>
<td>4717 CENTRAL AV SE</td>
<td>87108</td>
<td>265-6919</td>
<td>85-0449614</td>
<td>100035085</td>
</tr>
<tr>
<td>DOS HERMANOS</td>
<td>6211 FOURTH ST. NW #11</td>
<td>87108</td>
<td>85-0449614</td>
<td>100035085</td>
<td></td>
</tr>
<tr>
<td>EL BANDIDO'S HIDEOUT</td>
<td>2128 CENTRAL AV SE</td>
<td>87106</td>
<td>242-5366</td>
<td>85-0450098</td>
<td>100049861</td>
</tr>
<tr>
<td>EL PINTO</td>
<td>10500 FOURTH ST.</td>
<td>87114</td>
<td>85-0162594</td>
<td>100030289</td>
<td></td>
</tr>
<tr>
<td>FRONTIER RESTAURANT</td>
<td>2400 CENTRAL SE</td>
<td>87106</td>
<td>85-0225789</td>
<td>100001568</td>
<td></td>
</tr>
<tr>
<td>GARCIA'S KITCHEN</td>
<td>1113 4TH STREET</td>
<td>87106</td>
<td>242-1199</td>
<td>85-0382524</td>
<td>100018714</td>
</tr>
<tr>
<td>GEE ZAMBONI'S RESTURANT</td>
<td>3851 RIO GRANDE BLVD NE</td>
<td>87107</td>
<td>345-3354</td>
<td>85-0395959</td>
<td>100028029</td>
</tr>
<tr>
<td>Helga Garcia-Garza c/o Mayahuel Catheri</td>
<td>14 WARNER RD. LOS LUNAS NM</td>
<td>87031</td>
<td>505-263-0930</td>
<td>03-225</td>
<td>101502191</td>
</tr>
<tr>
<td>INDIANA PALACE</td>
<td>4410 WYOMING NE</td>
<td>87111</td>
<td>04-3807308</td>
<td>101103800</td>
<td></td>
</tr>
<tr>
<td>KELLEY'S BREWERY</td>
<td>3222 CENTRAL AV SE</td>
<td>87106</td>
<td>262-2739</td>
<td>85-0445682</td>
<td>100031429</td>
</tr>
<tr>
<td>KOREAN BBQ &amp; SUSHI</td>
<td>3200 CENTRAL AV SE</td>
<td>87106</td>
<td>238-2424</td>
<td>42-1574313</td>
<td>101447579</td>
</tr>
<tr>
<td>LA DOLCE VITA BAKERY</td>
<td>4300 LOMAS NE</td>
<td>87110</td>
<td>85-0473252</td>
<td>101294378</td>
<td></td>
</tr>
<tr>
<td>LA MONTANITA FOOD CO-OP</td>
<td>3500 CENTRAL SE</td>
<td>87106</td>
<td>85-0246898</td>
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<tr>
<td>LEISURE BOWL</td>
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<td>87110</td>
<td>75-1307719</td>
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<tr>
<td>LITTLE CESARS</td>
<td>6001 LOMAS BLVD, N.E.</td>
<td>87108</td>
<td>262-1491</td>
<td>100030533</td>
<td></td>
</tr>
<tr>
<td>LOS CUATES</td>
<td>4901 LOMAS NE</td>
<td>87110</td>
<td>321-6973</td>
<td>100023476</td>
<td></td>
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<tr>
<td>LOS NINOS NEW MEXICAN FOOD</td>
<td>2009-A MENAUL BLVD. NE</td>
<td>87110</td>
<td>296-3558</td>
<td>26-0429523</td>
<td>101507476</td>
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<tr>
<td>MIDDLE EAST BAKERY</td>
<td>5017 MENAUL BLVD. NE</td>
<td>87110</td>
<td>883-4537</td>
<td>434-81-2549</td>
<td>100047657</td>
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<tr>
<td>MUJERES EN ACCION</td>
<td>1701 BROADWAY</td>
<td>87102</td>
<td>243-5584</td>
<td>87-0730205</td>
<td>100040257</td>
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<tr>
<td>NIRAJO INC. C/O RASO</td>
<td>110 YALE BLVD SE</td>
<td>87106</td>
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<tr>
<td>OLIVE GARDEN</td>
<td>6301 SAN MATEO BLVD NE</td>
<td>87109</td>
<td>881-8425</td>
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<tr>
<td>O'NEILL'S PUB</td>
<td>4310 CENTRAL SE</td>
<td>87108</td>
<td>85-0420468</td>
<td>100038734</td>
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<tr>
<td>PALETAS PUEBLA dba ROBERTO GOME</td>
<td>1533 ALAMO AV SE</td>
<td>87106</td>
<td>337-88-7730</td>
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<tr>
<td>PUDGE BROS. PIZZA</td>
<td>5003 LOMAS NE</td>
<td>87106</td>
<td>266-0321</td>
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<td>QUARTERS</td>
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<td>QUE HUONG VIETNAMESE RESURANT</td>
<td>7010 CENTRAL SE #C&amp;D</td>
<td>87108</td>
<td>262-0575</td>
<td>74-2832015</td>
<td>101324346</td>
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<td>QUIZNO'S SUBS</td>
<td>2720 CENTRAL AV. SE STE. G</td>
<td>87106</td>
<td>85-0462506</td>
<td>100030609</td>
<td></td>
</tr>
<tr>
<td>ROUTE 66 DINNER (66 LLC) J. WARBLE</td>
<td>1405 CENTRAL AV. SE</td>
<td>87106</td>
<td>26-0265786</td>
<td>101470360</td>
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<tr>
<td>VENDOR NAME</td>
<td>ADDRESS</td>
<td>ZIP</td>
<td>COI PHONE#</td>
<td>PHONE#</td>
<td>FED TAX #</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>--------------------------------</td>
<td>-----</td>
<td>------------</td>
<td>--------</td>
<td>-----------</td>
</tr>
<tr>
<td>ROMA BAKERY AND DELI (Oscar &amp; Bruce Inc.)</td>
<td>501 Roma Ave NW</td>
<td>87102</td>
<td>843-9418</td>
<td>35-2367874</td>
<td>101526050</td>
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<tr>
<td>RUDY'S BBQ</td>
<td>2321 CARLISLE NE</td>
<td>87110</td>
<td>884-4000</td>
<td>85-0421515</td>
<td>100023784</td>
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<td>SAGGIO'S</td>
<td>107 CORNELL SE</td>
<td>87106</td>
<td>255-5454</td>
<td>85-0429030</td>
<td>100021920</td>
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<tr>
<td>SANDIA CHILI GRILL</td>
<td>7120 WYOMING NE SUITE 7D</td>
<td>87109</td>
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<td>56-2335075</td>
<td>101498259</td>
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<tr>
<td>SMITH'S FOOD &amp; DRUG</td>
<td>ALL</td>
<td>87-0258768</td>
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<td>100000383</td>
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<tr>
<td>SUBWAY</td>
<td>2103 MENAUL BLVD. NE</td>
<td>87107</td>
<td>881-1174</td>
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<td>100022992</td>
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<td>SUBWAY</td>
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<td>SUBWAY ON GIBSON</td>
<td>11601 SAN RAFAEL NE</td>
<td>87122</td>
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<td>MSK CONSULTING, INC/ TAJ PALACE</td>
<td>1435 EUBANK BLVD NE</td>
<td>87112</td>
<td>296-0109</td>
<td>26-0414464</td>
<td>101509312</td>
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<tr>
<td>THE PITA PIT DADDY'S DOLLAR</td>
<td>2106 CENTRAL AVE SE</td>
<td>87106</td>
<td></td>
<td>90-0112563</td>
<td>101379808</td>
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<td>VIVACE RESTAURANT</td>
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<td>26-0222645</td>
<td>100020634</td>
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<tr>
<td>WHICHWICH C/O DOS GREENGOS LLC</td>
<td>2300 CENTRAL AVE SE</td>
<td>87106</td>
<td>254-4749</td>
<td>26-1454855</td>
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<tr>
<td>WILD OATS MARKET</td>
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<td>WINNING COFFEE CO</td>
<td>111 HARVARD DR SE</td>
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<td>266-0000</td>
<td>48-1296722</td>
<td>101269264</td>
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<td>WOLFE'S BAGELS</td>
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<td>100038948</td>
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<td>YANNI'S MEDITERRANEAN BAR &amp; GRILL</td>
<td>3109 CENTRAL AVE</td>
<td>87106</td>
<td>268-9250</td>
<td>85-0429560</td>
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<td>YASMINES MIDDLE EASTERN CUISINE</td>
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<td>87106</td>
<td></td>
<td>01-0914578</td>
<td>101498746</td>
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<td>YAWBUS (SUBWAY)</td>
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<td>87109</td>
<td></td>
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<td>100020826</td>
</tr>
<tr>
<td>NAMASTE CUISINE OF INDIA &amp; NEPAL</td>
<td>1520 DEBORAH RED</td>
<td>87144</td>
<td>896-3126</td>
<td>26-2648711</td>
<td>101568860</td>
</tr>
</tbody>
</table>
Father's Favorite
Amazon Gift Cards to Make Dad's Day
> shop now

Shopping Cart
Items to buy now

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billboard Hot 100 Trivia - Continuum Games, Inc.</td>
<td>$12.99</td>
<td>1</td>
</tr>
<tr>
<td>Rock &amp; Roll Triviologies - Alawan Games</td>
<td>$24.88</td>
<td>1</td>
</tr>
<tr>
<td>Classic Rock Trivial Pursuit - Trivial Pursuit</td>
<td>$28.99</td>
<td>1</td>
</tr>
</tbody>
</table>

Subtotal: $66.86

Part of your order qualifies for FREE Super Saver Shipping. What qualifies
Choose this option at checkout.
Subtotal (3 items): $66.86
Estimate your shipping and tax.

Customers Who Bought Billboard Hot 100 Trivia Also Bought

Customers Who Bought Items in Your Cart Also Bought

Your Recent History (what's new?)
Recently Viewed Items

Continue Shopping: Customers Who Bought Items in Your Recent History Also Bought
**INTERNAL REQUISITION**

**ORGANIZATION:** Music Lover's Club  
**DATE:** 07/15/12  
**ORG. CONTACT:** Tanya Singer  
**PHONE:** 555-5555  
**E-MAIL ADDRESS:** singer@unm.edu

**PAYMENT TYPE:**
1. [ ] REIMBURSE UNM STUDENT OR EMPLOYEE  
2. [ ] ON-CAMPUS VENDOR  
3. [X] OFF-CAMPUS VENDOR  
   - PAYEE INFORMATION:
   - Payee Name: Amazon.com  
   - Address:  
   - City  
   - State  
   - Zip  
   - Phone:  
   - E-mail address:  
   - Foreign National: [ ] Yes
   - (Complete one ID # as applicable to payee)
     - UNM ID #  
     - (UNM Student /Employee)
     - SSN # - - - - - - - - - - - - - (Individual- NON- UNM)
     - Federal Tax ID # - - - - - - - - - - (Off-campus Vendor)

**DESCRIPTION OF GOODS OR SERVICES**
- Classic Rock Trivia
- Rock & Roll Trivologies
- Billboard Hot 100 Trivia
+ $/H

**REASON FOR EXPENSE(S)**
- Materials to initiate social interaction and conversation during club bi-weekly meetings and during social events.

**COST**
- $.29.98
- $.24.82
- $.12.99
- $+$/H

**REQUIRED FOR EVENTS:**
- NAME OF EVENT:  
- DATE:  
- START TIME:  
- END TIME:  
- LOCATION:  
- # of Attendees:  
  (IF <21, ATTACH LIST OF ATTENDEES)

**ACCOUNT NUMBERS TO CHARGE AND AMOUNTS (Fill-in all that apply)**
- ACCOUNT: 670 020 - 27Y0 $ 66.49 + $/H
- ACCOUNT: 670 020 - 27Y0 $  

**TOTAL CHARGE AMOUNT:**
- $ 66.86

**Authorized Signature:**
- Barden Bella  
- Date: 07/15/12  
- Authorized Signature:
- Yvette Bass  
- Date: 07/15/12

**Note:** Payee cannot authorize his or her own reimbursement

---

**SGAO OFFICE USE ONLY**

**COMMENTS:**
- Approved By:  
- Date:  
- Document Type:  
- Tracking #

White - SGAO  
Yellow – Student Organization
Off Campus – Service Vendors

Paperwork Timeline – 14-21 Days

Important: ALL SERVICES MUST BE PRE-APPROVED BY UNM BEFORE PAYMENT and SHOULD NOT BE REIMBURSEMENTS. Contracts or agreements should not be signed by student group!

- Fill out and submit the IR form to SGAO (see page 11).
  - Be sure to include the federal tax ID number and correct address, unless it is an online purchase (website and tax ID number should be sufficient).
  - Include a printed estimate, invoice or contract/agreement from the vendor.

- After submitted, paperwork will be processed. (Please remember if a purchase order must be created this will take 2-3 weeks.)
INTERNAL REQUISITION

ORGANIZATION: Business Students of UNM  DATE: 08/25/13
ORG. CONTACT: Tom Garcia  PHONE: 555-5555  E-MAIL ADDRESS: tommyg@unm.edu

PAYMENT TYPE:
1. [ ] REIMBURSE UNM STUDENT OR EMPLOYEE
   [ ] PETTY CASH <$100  [ ] CHECK
2. [ ] ON-CAMPUS VENDOR
   [ ] ONE TIME  [ ] MASTER
3. [X] OFF-CAMPUS VENDOR
   OR INDIVIDUAL

PAYEE INFORMATION:
Payee Name: Disco Display House
Address: 3123 Central Ave.
   _Albuquerque_  NM  87106
   City  State  Zip
Phone: 265-1515  E-mail address:

(Complete one ID # as applicable to payee)

UNM ID #

(Unm Student /Employee)
SSN #
(Federal Tax ID # 85-0202129)
(Individual-
NON- UNM)

Foreign National: [ ] Yes

DESCRIPTION OF GOODS OR SERVICES | REASON FOR EXPENSE(S) | COST
--- | --- | ---
22 Booths _ | Rentals for Career Fair. This event is partially sponsored by our group and will be a great networking opportunity for students at UNM. | $976.91
1 Fire Extinguisher _ | |
3 Electric Hookups _ | |

REQUIRED FOR EVENTS:
NAME OF EVENT: Career Fair  DATE: 09/15/13
START TIME: 8 am  END TIME: 5 pm  LOCATION: SUB _ # of Attendees 100+(IF<21, ATTACH LIST OF ATTENDEES)

ACCOUNT NUMBERS TO CHARGE AND AMOUNTS (Fill-in all that apply)
ACCOUNT: 670 000 _ _ AN  976.91
ACCOUNT: 670 _ _ _ _ _ _ $ _

TOTAL CHARGE AMOUNT $976.91

Authorized Signature: Matt Tax  Date: 8/25/13
Authorized Signature: Kristal Jords  Date: 8/25/13

Note: Payee cannot authorize his or her own reimbursement

SGAO OFFICE USE ONLY

COMMENTS:

Approved By  Date:
Document Type:  Tracking #

White - SGAO  Yellow – Student Organization
Reimbursement — Travel

Paperwork Timeline — 14-21 Days

Method of Payment — Check or Direct Deposit

Important:

1. Prior to arranging travel, visit the SGAO (SUB 1018) to discuss pre-payment options available for conference fees, airline and hotel accommodations.
2. Reimbursement claims should be submitted to the SGAO as soon as possible, but no later than 30 calendar days after returning from the official UNM trip you are making a claim for.
3. Reimbursements can only be made to UNM students, UNM employees and official guests to the University.
4. Receipts being submitted must be original and itemized showing the details of what you paid for. They must also clearly show your method of payment, i.e. cash, credit card. Credit card statements may also be requested by the SGAO.

What To Do

- Fill out the IR form (see page 12) with detailed information and attach ALL ORIGINAL / ITEMIZED receipts.
  - Include the TIME & DATE you left/returned on the “date of event” line.
  - In detail, please list the name of the conference, tournament or other UNM Business purpose for travel.

- Attach signed travel form (page 13) and travel affidavit (page 14), if applicable. These forms may also be found at sgao.unm.edu

- Additional documentation should be provided when available (such as conference brochures or materials).
**INTERNAL REQUISITION**

**ORGANIZATION:** Zoology Club  
**DATE:** 02/25/13

**ORG. CONTACT:** Tom Garcia  
**PHONE:** 866-5309  
**E-MAIL ADDRESS:** tommyg@unm.edu

**PAYMENT TYPE:**
1. ☑ REIMBURSE UNM STUDENT OR EMPLOYEE  
   ✗ PETTY CASH <$100  
   ☑ CHECK

2. ☐ ON-CAMPUS VENDOR
   ☐ ONE TIME  ☐ MASTER

3. ☐ OFF-CAMPUS VENDOR
   ☑ OR INDIVIDUAL

**PAYEE INFORMATION:**

Payee Name: Lucy Lobo  
Foreign National: Yes

Address: 4122 Desert Springs Drive  
Albuquerque NM 87131  
City State Zip

Phone: 866-5626  
E-mail address: ladylobo@unm.edu

**DESCRIPTION OF GOODS OR SERVICES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Reason for Expense(s)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel (3 nights @ $82.06)</td>
<td>Travel to our National Conference hosted at the San Diego Zoo.</td>
<td>$246.18</td>
</tr>
<tr>
<td>Food (as per receipts)</td>
<td></td>
<td>$63.82</td>
</tr>
<tr>
<td>Gas (as per receipts)</td>
<td></td>
<td>$127.61</td>
</tr>
</tbody>
</table>

**REQUIRED FOR EVENTS:**

NAME OF EVENT: Zoology Association Regional Conference  
DATE: 2/8-2/11/13

START TIME: 7 AM  
END TIME: 9 PM  
LOCATION: San Diego, CA  
# of Attendees: 3 (IF < 21, ATTACH LIST OF ATTENDEES)

**ACCOUNT NUMBERS TO CHARGE AND AMOUNTS (Fill-in all that apply)**

ACCOUNT: 670 000 - 4080  $437.61
ACCOUNT: 670 - - - - - - - - - - - - $ -

**TOTAL CHARGE AMOUNT:** $437.61

**Authorized Signature:**  
**Date:** 02/13  
**Approved By:**  
**Date:**

**Note:** Payee cannot authorize his or her own reimbursement

**SGAO OFFICE USE ONLY:**

**Approved By:**  
**Date:**

**Document Type:**  
**Tracking #**

*White - SGAO  
Yellow – Student Organization*
I hereby certify the expenses incurred, as reported on this form, were necessary and proper, are just and true in all respects, and that no part of the amount requested to be paid or reimbursed has been paid or reimbursed by any other source. I also certify that any travel associated with the above expenses has been completed for the stated UNM Business Purpose.

Destination: San Diego, CA

Departure Date & Time: 2/8/13 @ 7am

Return Date & Time: 2/11/13 @ 9pm

Total Amount of Request: 437.61

Lucy Lobo
Printed Name

Zoology Club
Organization Name

1000000000
Banner ID #

Signature: Lucy Lobo

Date: 2/25/13

NECESSARY FOR ALL TRAVEL REIMBURSEMENTS
Student Government Accounting Office
AFFIDAVIT

Lucy Lobo
PAYEE

I WILL NOT, AT ANY TIME, SEEK REIMBURSEMENT FOR THE ATTACHED EXPENSES INCURRED AS THEY ARE TO BE REIMBURSED TO THE PERSON ABOVE.

Destination: San Diego, CA

Dates of Trip: 02/08-02/11/2013

<table>
<thead>
<tr>
<th>BANNER ID#</th>
<th>TRAVELER'S NAME PRINTED</th>
<th>TRAVELER'S SIGNATURE</th>
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</thead>
<tbody>
<tr>
<td>100000001</td>
<td>Bryan Panda</td>
<td></td>
</tr>
<tr>
<td>100000002</td>
<td>Tracy Flamingo</td>
<td></td>
</tr>
</tbody>
</table>

ONLY NECESSARY FOR GROUP TRAVEL
(Individuals not being reimbursed for expenses must sign.)
How to complete the Internal Requisition Form

Organization: The complete name of your organization. (Please do not use acronyms)

Date: The date you are submitting this form.

Organization Contact: Person whom we may contact in case we have any questions and the phone number and/or e-mail of that person we may contact during the business hours of 8am-5pm.

Payment Type: (Check one of the following)

1.) Reimburse UNM Student or Employee: (Check one of the following)
   Petty Cash < $100 - Reimbursements under $100.00, which you may be reimbursed cash for during the same visit. (Dependent upon availability of cash)
   Check - All reimbursements $100.00 and over or any reimbursement not processed through petty cash.

2.) On-Campus Vendor: (Check one of the following)
   One Time - When your organization plans on using an on-campus vendor for a one-time event. (ex. SUB, Bookstore, Daily Lobo, Digital Printing)
   Master - When your organization plans on using an on-campus vendor more than once throughout the year. (ex. Daily Lobo, Digital Printing) Note:
   This option cannot be used for the Student Union or the Bookstore.

3.) Off-Campus Vendor or Individual - When your organization wishes to use a University document to acquire items directly from a vendor off-campus in lieu of out-of-pocket spending. (ex. Speakers, Honorariums, Facility Rental, Services)

Payee Information

Payee Name: Payee’s full name
Address: Mailing address of payee. Checks cannot be mailed to any on-campus locations, except for Student Resident Center (SRC). If payee is a UNM student or employee, this address must match demographic information on file with UNM.
Phone and email address: Payee’s contact information in case the SGAO needs to contact them during the business hours of 8am-5pm.
Foreign National: Please check yes if you are aware of their status as a foreign national. This will help in expediting payment to the vendor.

(Complete one of the following)
UNM ID#: Is required if the payee is a UNM student or employee. This may be obtained from my.unm.edu, Demographic Self-Service, Demographic Info.
Social Security Number: Is required if the payee is a non-UNM individual.
Federal Tax ID#: Is required if the payee is a vendor or organization. This may be obtained directly from the vendor or national headquarters.

Description of Goods or Services / Reason for Expense(s) / Cost:
List and describe the item(s) included in this purchase or reimbursement along with the cost of each item/receipt.
Please detail the reason for your purchase/payment in relation to the organization’s business activities. This helps the SGAO formulate a UNM business purpose required to process your request.
When ordering, please make sure to attach a printed quote or sales cart to help us facilitate your order.

Required for Events:
For requests related to a specific event or meeting, please disclose the name of the event, the date of the event, beginning/ending times of event, location of event, and # of attendees. If the request involves the purchase of food items, a list of attendees is required if the event was attended by less than 21 people. A sign in sheet at the event is an easy way to provide this info. Please distinguish between students and/or faculty attendees.

Account Numbers to Charge and Amounts:
Index #: Complete the 3 digits after 670 designated to your organization. (ex. 670 0 0 0)
Account code: The 4-digit code that designates the type of expense the request is charging (ex. The account code used when office supplies were purchased is 3100.)
(Note: If you are charging self-generated funds, indicate SG in this area.
Amount: The amount to be charged to that particular account code.
Total Charge Amount: The total amount to be charged for this payment.

Authorized Signatures: Signatures of 2 individuals located on your organization’s Signature Authorization Form. In the case when the payee is an authorized signer, he/she may not authorize his/her own reimbursement.

Required Items for Processing

Reimbursements: Original Receipts providing proof of payment, and the method in which payment was made. (ex. cash, check, credit card, etc) Photocopies of receipts are not acceptable. Receipts must detail the items purchased. (Credit card slips are not acceptable.) Payee should sign the front of each receipt requesting reimbursement. (Initials are not acceptable.)

Professional Services: Invoice or quote from vendor.

Travel: Original Receipts and signed Travel Form by the payee. Travel Affidavit signed by additional travelers not seeking reimbursement must also be submitted in most cases of group travel.

Estimated Business Days to process requests: Processing times will vary depending on proper completion of IR, and appropriate documentation (ex. Signed receipts, invoices, etc). Please note: Some requests must go through auxiliary departments for further processing (for example: Unrestricted Accounting, Purchasing, Accounts Payable, etc.), which may increase the time it takes to process your request.

 Petty Cash (PC) = Same day (Dependent upon availability of cash)
 On Campus Vendors (includes: Small Purchase Orders (SPO), On-campus Purchase Requisitions (PR), & Bookstore Requisition Forms (BSR) = 2-3 days
 Off Campus Vendors (includes: Checks and Purchase Orders (PO) = 14-21 days
REGULAR DEPOSITS

SGAO accepts cash and checks made payable to your organization for things such as:
- Membership Dues
- Bake Sales
- Apparel Sales
- Fees
- Raffles

***Some deposits will result in Gross Receipts Tax charged to your organization***

DONATIONS

We do not accept Donations or Sponsorships for your group. These types of deposits should be made using your SGAO account number at the:
- UNM Foundation Office
- 700 Lomas NE Suite 108
- 277-4503
- 277-5871 Jodie Frettem (contact)

**If you need immediate access to these funds, please bring back a copy of your deposit receipt to the SGAO.**

Important to Note

Any funds that are deposited into your UNM account (including PB funds for Graduate groups) become subject to all UNM policies. Regarding deposits, organizations need to carefully consider what the potential uses of self-generated funds might be. If there is any chance of violating UNM spending policies, those funds should not be deposited.

University Unallowables

- Donations to Political and Charitable organizations
- Payments to UNM Employees outside of Payroll
- Awards/Gifts to UNM Employees
- Gifts to Students
- Personal Expenses
- Alcohol

Please refer here for the complete policy:
http://www.unm.edu/~ubppm/ubppmanual/4000.htm
Student Government Accounting Office (SGAO)

BUDGET REVISION

Instructions: Complete, sign, and return this form to the SGAO office (SUB 1018).

All requested changes must be approved by ASUNM and/or GPSA prior to incurring any expense. Any expenses incurred that do not correspond to the details of your pre-approved budget/appropriation will be solely the responsibility of the organization.

Date: _09/10/13_ #_____ 

Account Name: ___Zoology______ Index: 670 - 000 

Contact Person: ___Tom Garcia______ Daytime Phone: _123-4567_ Email Address: tommyg@unm.edu 

Source of Funding (check one): X ASUNM □ GPSA Purpose (check one): □ Redefine X Reallocate 

<table>
<thead>
<tr>
<th>ACCOUNT CODE</th>
<th>DESCRIPTION</th>
<th>CURRENT BALANCE</th>
<th>INCREASE</th>
<th>DECREASE</th>
<th>NEW BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3100</td>
<td>Office Supplies</td>
<td>$23.62</td>
<td>$75.00</td>
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<td>$98.62</td>
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<tr>
<td>3110</td>
<td>Subscriptions / Educational Materials</td>
<td>$0.00</td>
<td>$89.00</td>
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<tr>
<td>3140/50</td>
<td>Computer Costs</td>
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<tr>
<td>3180/89</td>
<td>Non-Capital Equipment or Computer</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>31B0</td>
<td>Refreshments</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>31C0</td>
<td>Dues and Fees</td>
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<tr>
<td>31K0</td>
<td>Postage</td>
<td>$89.12</td>
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<td>$0.12</td>
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<tr>
<td>37Y0</td>
<td>Other Supply Costs</td>
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<tr>
<td>4080</td>
<td>Travel</td>
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<tr>
<td>63B0</td>
<td>Rentals</td>
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<td>Copying Services</td>
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<td>$176.23</td>
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<td>Honorarium</td>
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<td>69Y0</td>
<td>Advertising</td>
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<td>$175.00</td>
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<td>69Z0</td>
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<td>Facility/Space Rentals</td>
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<td>Equipment Repair/Maintenance</td>
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<tr>
<td>8060</td>
<td>General Operating</td>
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</tr>
</tbody>
</table>

TOTAL REVISION $420.53 $264.00 $264.00 $420.53

Detailed Purpose for Change: (Attach additional sheets if necessary)

Our organization no longer needs to utilize our budget for Zoological Mailings and ads at the Daily Lobo due to changes in our recruitment efforts. We would like to reallocate our budget so that we may purchase much needed supplies for our office due to an increase in membership. We would also like to increase our copy budget to produce flyers to post around campus to promote our organization. We would like to increase our educational supplies budget so that we may purchase Zoology study guides to prepare for upcoming Zoology exams (to be stored in our office, Biology Room 1A).

Authorized Signer: [Signature]

Office Use Only □ APPROVED □ DENIED 

Student Government Representative Date 1/1/

(Revised 05/11) White - SGAO Yellow - SGAO Pink - Student Organization
TAX EXEMPTION NOTICE

New Mexico Identification Number (CRS): 01-504447-00 5
Federal Tax Identification Number: 85-6000642

Gross Receipts Tax Exemption

The University of New Mexico (UNM), is an agency of the state of New Mexico. In accordance with state Statutes, section 7-9-54, sales of Tangible Personal Property to the University of New Mexico are specifically exempted from the Gross Receipts Tax.

This certification is consistent with the state Statutes 7-9-5 and 7-9-43(B) and issued in place of a 'Nontaxable Transaction Certificate.' This letter may be retained by the seller as evidence that sales of tangible personal property to the University are deductible from the seller’s gross receipts. A seller may also document a deductible sale to a government agency through the retention of a purchase order, a copy of the payment check or other documentation that supports the sale.

This exemption does not apply to the purchase of services, lease of property or items purchased for a construction project for which a gross receipts tax amount is identified on the University’s purchase order.

PAYMENT OF INVOICES, which includes a Gross Receipts Tax charge contrary to 7-9-54(A), will be paid after deduction of any Gross Receipts Tax amount charged.

Form W-9 Certification of Exemption

Taxpayer Identification Number – 85-6000642

Certification – Under penalties of perjury, I certify that the number shown on this form is the correct taxpayer Identification number of the University of New Mexico (UNM).

Exempt Status – I also certify under penalties of perjury that the University of New Mexico (UNM) is an agency of the State of New Mexico, and is exempt from backup withholding.

Bruce Cherrin
Chief Procurement Officer