SGAO
Spending Workshop

PRESENTED BY THE STUDENT GOVERNMENT ACCOUNTING OFFICE
SGAO acts as an intermediary between UNM accounting offices and student organizations. We work directly with ASUNM and GPSA to distribute allocated funds and ensure transactions are accounted for and authorized.

Processes necessary documents to make purchases or reimbursements.

SGAO staff:
- Rebecca Jeffers
- Alicia Armijo
- Joanna Garcia
- Student Employees

There is one accountant assigned to each student organization.

Accountant acts as your primary contact but anyone in the office can assist you with your questions.

WE ARE HERE TO HELP YOU!!
Who Should be Here?

Organizations that received funding through the Spring 2019 ASUNM or GPSA budget process.

Undergraduate organizations who plan on receiving a budget through the ASUNM Fall 2019 budget process.

Organizations that have self-generated funds in a SGAO account.

There is a separate workshop for PB FUNDED organizations.
Why Are You Here?

Mandatory if you received a budget from ASUNM or GPSA.

Learn how to utilize your funds.

Understand SGAO processes and requirements.
Getting Started

Get Chartered

- Only chartered student organizations are allowed to request and spend money allocated by ASUNM and GPSA.
- Must re-charter every year.

Attend SGAO Workshop
(you are here!)

- Two (2) officers must attend in order to access your ASUNM/GPSA allocated funds.

Submit a Signature Authorization Form

- Minimum of 3 signatures.
- Advisor may be authorized but not required.
- Forms expire June 30th each year.
Two Important Forms

Signature Authorization Form
No spending WITHOUT this on file in the SGAO.

Internal Requisition (IR)
Required for every purchase / reimbursement.
Signature Authorization Form

Student Government Accounting Office (SGAO)

SIGNATURE AUTHORIZATION FORM

Valid July 1 – June 30

- This form is used to establish or change authorized signers on your SGAO account.
- All signers must be renewed every July 1st to remain active on the account.

- In order to be an authorized signer, the individual must be a currently enrolled UWM student or a faculty/staff advisor of the organization. Please refer to the UWM Charter and Student Organization Policy for complete eligibility requirements.
- By being an authorized signer on this form, your e-mail address will be added to the SGAO list-serve.
- Complete, sign, and return this form to the SGAO (SUB 1618, MSC05-2210) or sgoa@uwm.edu.

Date: ______________

Account Name: __________________________________________ Index: 670 - ________

For changes on file only:
- ☐ ADD to current signatures on-file
- ☐ REPLACE all previously submitted signatures

*Requires authorization of current President or Treasurer on file for this account.

Signature: __________________________ Title: __________________________

☐ AUTHORIZED SIGNER(S)

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Banner ID</th>
<th>E-mail</th>
<th>Signature</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ DELETE AUTHORIZED SIGNER(S)

Name(s) __________________________

__________________________________

The above listed individuals will be recognized as duly authorized representatives for the accounts listed above. Your signature on this form indicates that, in accordance with University Business Policy and Procedures Manual Section 3720-2, 4560-3, 4560-2.8 (conflict of interest), you are certifying that neither you nor any relative of yours will inappropriately benefit from any payment made from the account listed above.

NO EXPENDITURES WILL BE PROCESSED WITHOUT THIS FORM ON FILE.

White – SGAO Yellow – Student Organization (Revised 04/19)
Internal Requisition Form (IR)

Must be submitted with EVERY purchase. This is your authorization to spend and SGAO’s authorization to release your funds.

- All events require a flyer.
- If under 21 attendees, a list of attendees is required.

---

<table>
<thead>
<tr>
<th>Internal Requisition Form (IR)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ORGANIZATION:</strong> The Billy Club</td>
<td><strong>DATE:</strong> 07/15/16</td>
</tr>
<tr>
<td><strong>ORG. CONTACT:</strong> Billy Crystal</td>
<td><strong>PHONE:</strong> 555-5555</td>
</tr>
</tbody>
</table>

**PAYEE INFORMATION:**
- [ ] STUDENT
- [ ] FACULTY/STAFF
- [ ] RA, GA, TA, PA
- [ ] FOREIGN NATIONAL
- Complete one ID # on applicable to payee

<table>
<thead>
<tr>
<th>Payee Name:</th>
<th>Billy Idol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>4122 Desert Springs Drive</td>
</tr>
<tr>
<td>City:</td>
<td>Albuquerque</td>
</tr>
<tr>
<td>State:</td>
<td>NM</td>
</tr>
<tr>
<td>Zip:</td>
<td>87105</td>
</tr>
<tr>
<td>UNM ID:</td>
<td>00000000</td>
</tr>
<tr>
<td>(UNM Student /Employee)</td>
<td></td>
</tr>
<tr>
<td>SSN #:</td>
<td>___________________</td>
</tr>
<tr>
<td>(Individual: NON-UNM)</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>555-5559</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:billyc@unm.edu">billyc@unm.edu</a></td>
</tr>
<tr>
<td>Federal Tax ID:</td>
<td>___________________</td>
</tr>
</tbody>
</table>

**DESCRIPTION OF ITEMS/RECEIPTS TO BE PURCHASED OR REIMBURSED** (Attach additional page(s) if more space is needed)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:</td>
<td>Walmart - Refreshments</td>
<td>$26.01</td>
</tr>
<tr>
<td>2:</td>
<td>Smith &amp; Spoons</td>
<td>$2.89</td>
</tr>
<tr>
<td>3:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REQUISITED FOR EVENTS**

<table>
<thead>
<tr>
<th>NAME OF EVENT:</th>
<th>Billy Club Recruitment Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE:</td>
<td>07/15/16</td>
</tr>
<tr>
<td>START TIME:</td>
<td>4pm</td>
</tr>
<tr>
<td>END TIME:</td>
<td>6pm</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>SUB Accra A</td>
</tr>
<tr>
<td># of Attendees:</td>
<td>55</td>
</tr>
<tr>
<td>0-21, ATTACH LIST OF ATTENDES</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>ACCOUNT:</th>
<th>570</th>
<th>090</th>
</tr>
</thead>
<tbody>
<tr>
<td>3150</td>
<td>$26.01</td>
<td></td>
</tr>
<tr>
<td>4920</td>
<td>$2.89</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CHARGE AMOUNT** $28.90

**EXPLANATION OF EVENT/PURCHASE:** Bananas and fixings purchased to make banana splits for the club's annual summer recruitment and information event.

**Authorized Signature:**

<table>
<thead>
<tr>
<th>Authorize Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billy Crystal</td>
<td>5/10/16</td>
</tr>
</tbody>
</table>

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

**COMMENTS:**

<table>
<thead>
<tr>
<th>SGAO OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved By:</td>
</tr>
<tr>
<td>Doc. Type:</td>
</tr>
</tbody>
</table>
### ASUNM Funding Request Detail for FY 2019-2020

**Organization Name:** The Billy Club

<table>
<thead>
<tr>
<th>Category</th>
<th>Detailed Description</th>
<th>Unit Cost</th>
<th>Total Units</th>
<th>Original Total</th>
<th>Committee Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honorarium</td>
<td>To show appreciation for guest speaker at club events</td>
<td>$100.00</td>
<td>1</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$-</td>
<td>$-</td>
<td></td>
<td>$-</td>
</tr>
<tr>
<td>Committee Use Only</td>
<td>UNM Foundation Surcharge</td>
<td>$350.00</td>
<td>0.5%</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$-</td>
<td>$-</td>
<td></td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$-</td>
<td>$-</td>
<td></td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$-</td>
<td>$-</td>
<td></td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$-</td>
<td>$-</td>
<td></td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$-</td>
<td>$-</td>
<td></td>
<td>$-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$-</td>
<td>$-</td>
<td></td>
<td>$-</td>
</tr>
</tbody>
</table>

**Page Total:**

- $352.00
- 0.0%
- $352.00

**Overall Total:**

- $352.00
- 0.0%
- $352.00

Committee and SCAO Use only:

**IF YOU NEED ANOTHER SHEET PLEASE CONTINUE ONTO THE TAB LABELED “BUDGET DETAIL SHEET # 2”**

ANY UNSPENT FUNDS REVERT TO ASUNM/GPSA JUNE 30TH
An additional .5% charged to all expenses made from your SGAO account.

Charged monthly based on purchases.

This has been allocated in your budget.

Make sure you have enough in your self-generated balance to cover the surcharge if you spend from self-gen.
Balance Sheet

You may request your balance sheet at any time.

Purchases must align with your line item budget.

<table>
<thead>
<tr>
<th>GROUP NAME:</th>
<th>The Billy Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP ACCOUNT #:</td>
<td>670001</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REVENUE</th>
<th>ACCT CODE</th>
<th>BUDGET</th>
<th>ACTUAL</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASUMN</td>
<td>1620</td>
<td>(352.00)</td>
<td>(352.00)</td>
<td>0.00</td>
</tr>
<tr>
<td>GPA</td>
<td>2668</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Foundation Deposits</td>
<td>1000</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Non-Taxable Sales</td>
<td>Non-Tax</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Department Transfers</td>
<td>Dept Xfers</td>
<td>(295.63)</td>
<td>(295.63)</td>
<td>0.00</td>
</tr>
<tr>
<td>Balance Forward</td>
<td>1900</td>
<td>(295.63)</td>
<td>(295.63)</td>
<td>0.00</td>
</tr>
</tbody>
</table>

| TOTAL REVENUE: | | |

<table>
<thead>
<tr>
<th>EXPENSE</th>
<th>ACCT CODE</th>
<th>BUDGET</th>
<th>EXPENSES</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-Generated</td>
<td>Self-Gen</td>
<td>293.63</td>
<td>12.83</td>
<td>280.80</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>3110</td>
<td>50.00</td>
<td>29.72</td>
<td>20.28</td>
</tr>
<tr>
<td>Subscription/Educational Materials</td>
<td>3110</td>
<td>50.00</td>
<td>29.72</td>
<td>20.28</td>
</tr>
<tr>
<td>Computer Costs</td>
<td>3140/3130</td>
<td>150.00</td>
<td>35.96</td>
<td>114.04</td>
</tr>
<tr>
<td>Non-Taxable Equipment/Computer</td>
<td>3180/3189</td>
<td>150.00</td>
<td>35.96</td>
<td>114.04</td>
</tr>
<tr>
<td>Food &amp; Refreshments</td>
<td>3180</td>
<td>150.00</td>
<td>35.96</td>
<td>114.04</td>
</tr>
<tr>
<td>Dues &amp; Fees</td>
<td>3180</td>
<td>150.00</td>
<td>35.96</td>
<td>114.04</td>
</tr>
<tr>
<td>Postage</td>
<td>3180</td>
<td>150.00</td>
<td>35.96</td>
<td>114.04</td>
</tr>
<tr>
<td>Other Supply Costs</td>
<td>3180</td>
<td>25.00</td>
<td>25.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>4080</td>
<td>25.00</td>
<td>25.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Rentals</td>
<td>6180</td>
<td>25.00</td>
<td>25.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Copying Services</td>
<td>6180</td>
<td>25.00</td>
<td>25.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Honorarium</td>
<td>6200</td>
<td>100.00</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Advertising</td>
<td>6200</td>
<td>100.00</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Professional Services</td>
<td>6300</td>
<td>100.00</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Facility/Space Rentals</td>
<td>7000</td>
<td>100.00</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Equipment Repair/Maintenance</td>
<td>7000</td>
<td>100.00</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Foundation Surcharge</td>
<td>80K2</td>
<td>2.00</td>
<td>0.51</td>
<td>1.49</td>
</tr>
<tr>
<td>Account Name</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

| TOTAL: | | |
| ACCOUNT TOTAL: | | |

DISCLAIMER: This balance may not reflect pending bills or invoices not yet posted to your account. Consider this balance sheet a tool to help your organization reconcile their records.
Submit, by noon, the Friday before the ASUNM Finance Committee meeting. (Schedule posted on ASUNM website).

A Budget Revision will allow you to move unspent funds from one category to another, if approved by ASUNM or GPSA.

Can find out pass/fail the day after the committee meeting.

GPSA Finance Committee - TBD

All requested changes MUST be approved prior to incurring any expense.

BUDGET REVISION

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

Any expenses incurred that do not correspond to the details of your pre-approved budget/appropriation will be the sole responsibility of your organization.

Date: 6/18/2019

Account Name: The Billy Club

Contact Person: Billy Crystal

Source of Funding (check one): ☐ ASUNM ☐ GPSA

Purpose (check one): ☐ Redefine ☐ 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></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3110</td>
<td>Subscriptions / Educational Materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3140/50</td>
<td>Computer Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3180/89</td>
<td>Non-Capital Equipment or Computer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3180</td>
<td>Food / Refreshments</td>
<td>116.04</td>
<td>25.00</td>
<td>25.00</td>
<td>141.04</td>
</tr>
<tr>
<td>3120</td>
<td>Dues and Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3130</td>
<td>Postage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3710</td>
<td>Other Supply Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4080</td>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6320</td>
<td>Rentals</td>
<td>25.00</td>
<td>25.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6330</td>
<td>Copying Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6340</td>
<td>Honorarium</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6910</td>
<td>Advertising</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6920</td>
<td>Professional Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7050</td>
<td>Facility / Space Rentals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7060</td>
<td>Equipment Repair / Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL REVISION 141.04 25.00 25.00 141.04

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

We won’t be using copying services because we can get it free at various resource centers on campus. We will need more funds for food so we can encourage more participation at our lectures.

Authorized Signer

Office Use Only ☐ APPROVED ☐ DENIED

Student Government Representative Date

Authorized Signer

Amended 5/28
Self-Generated Funds

Cash and Checks

Examples:
- Membership dues
- Bake sales
- Apparel sales
- Fees
- Raffles

The transfer of funds from another University department into your account is not considered self-generated funds and must be spent according to transfer instructions.
SGAO cannot accept donations or sponsorships. Should be made using your SGAO account number at the UNM Foundation Office. If you need immediate access to these funds, bring a copy of deposit receipt to SGAO.
Self-Generated Funds

Any funds that are deposited into your UNM account become subject to most UNM policies. However, there are exemptions for items such as gifts, flowers, donations to non-profit organizations, etc.

Ask SGAO prior to making these sorts of purchases to ensure they are allowable.

Please refer to:
http://www.unm.edu/~ubpm/ubppmanual/4000.htm
Important Reminder

Per the Chartered Student Organization (CSO) Policy:

• Organizations receiving funding from the University must follow the fiscal policies and procedures of the University. In addition, organizations receiving ASUNM and/or GPSA funding must follow the fiscal guidelines developed by the Student Government Accounting Office.

• CSOs must deposit all funds received from any source in a University account.

• If your organization has an off-campus bank account and wishes to continue to receive funding from the university (ASUNM or GPSA), you will need to close the account immediately and provide proof of the closure and deposit any funds with the SGAO.
A Few Things ....

**Unallowable Expenditures**
- Political contributions to individuals or organizations.
- Payments to UNM employees outside of Payroll.
- Awards/gifts to UNM employees.
- Gifts to students.

**Gift Cards / Incentives**
- Gift Card purchases **MUST** be made directly by a SGAO accountant. **We CANNOT reimburse these types of purchases.**
- Gift Cards CANNOT be given to University employees or individuals NOT associated with UNM, e.g., guest speakers in lieu of Honorarium payment.

**Honorarium**
- Payable to an individual of special achievement or renown.
- Payment does not constitute compensation.
- Cannot be paid to UNM employees or students.
Types of Transactions

**Reimbursements**
- Person pays out of pocket and submits original receipts and IR for reimbursement.

**Purchases**
- Submit IR. SGAO makes purchase for you and charges your account directly. If you are placing an online order, YOU may place the order directly and SGAO can pay with a PCard.
**Are you requesting a reimbursement?**

Yes

**Completely fill out an IR form.**

Is this a travel reimbursement?

Yes

Submit a signed travel reimbursement form and affidavit, if necessary.

No

Submit a signed reimbursement form.

**Attach all itemized receipts.**

Is your reimbursement less than $100?

Yes

Do you want cash?

Yes

If you have your Lobo ID, we can pay you now.

No

Is your address correct in the UNM system?

Yes

Fix it!!

No

SGAO will process for payment. You should receive your funds within 14-21 days.
Types of Reimbursements

- Petty Cash (up to $100)
- Check or Direct Deposit
Reimbursements should be submitted to SGAO no later than 30 calendar days after making the purchase.

Your reimbursement may be subject to tax if submitted late!!
Per UNM policy: Reimbursements and payments will not be processed if submitted more than 180 calendar days after the expenses were paid or incurred.

Reimbursements should only be made to UNM students and UNM employees. Reimbursing non-employees requires much more documentation and paperwork.

Must submit original and itemized receipts showing the items purchased and method of payment (cash or card).
Petty Cash

- Goods straight off the shelf
- Cannot reimburse tax.
- To avoid paying tax, use tax exemption notice (located at the back of booklet).

- Restaurant receipts
  - Must have the itemized receipt.
  - Can include tax and tip (tip cannot exceed 20%).

Person who made the purchase must be present in order to receive cash reimbursement.
Sample Petty Cash Reimbursement

Student Government Accounting Office
Reimbursement Form for Goods & Food Purchases

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.

Reimbursements:
If the payment being requested on this form represents reimbursement to a UNM employee, by signing below, the employee acknowledges that any expense incurred greater than sixty (60) days before receipt of this form by Financial Services will be considered additional taxable compensation per IRS regulations and hereby authorizes all applicable taxes to be withheld from their next paycheck.

328.90
Total Amount of Request

Billy Idol
Payee’s Name

The Billy Club
Organization Name

100000000
Banner ID #

Billy Idol
Payee’s Signature

7/15/16
Date

***** DO NOT use this form for Travel Reimbursements *****
Check / Direct Deposit

- Can be under $100 if payee chooses to receive a check instead of coming in for petty cash.

- Goods straight off the shelf
  - Cannot reimburse tax.
  - To avoid paying tax, use tax exemption notice (located back of booklet).

- Restaurant receipts
  - Must have the itemized receipt.
  - Can include tax and tip (tip cannot exceed 20%).
<table>
<thead>
<tr>
<th>Purchases made by SGAO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-line purchases</strong></td>
</tr>
<tr>
<td>• Any on-line vendor.</td>
</tr>
<tr>
<td>• If you want SGAO to make online purchases, please schedule an appointment with your assigned accountant. YOU may come to SGAO &amp; place your order; your accountant will make payment via PCard.</td>
</tr>
<tr>
<td><strong>Bookstore</strong></td>
</tr>
<tr>
<td>• Office supplies, etc.</td>
</tr>
<tr>
<td>• SGAO will issue a Bookstore Requisition approving the purchase and verify the availability of funds.</td>
</tr>
<tr>
<td><strong>On-Campus Vendor</strong></td>
</tr>
<tr>
<td><strong>Lobo Cash Card</strong></td>
</tr>
<tr>
<td>• Food purchases from vendors in the SUB.</td>
</tr>
<tr>
<td>• You do NOT have to pay out of pocket!</td>
</tr>
<tr>
<td><strong>On-Campus Vendor</strong></td>
</tr>
<tr>
<td>• UNM Catering, Daily Lobo, PPD</td>
</tr>
<tr>
<td><strong>On-Campus Vendor</strong></td>
</tr>
<tr>
<td><strong>Copy Center</strong></td>
</tr>
<tr>
<td>• Must either pay out of pocket (reimbursement) or have SGAO use PCard.</td>
</tr>
<tr>
<td>• Please only use them as a last resort!!!</td>
</tr>
<tr>
<td><strong>Services Vendor</strong></td>
</tr>
<tr>
<td>(Off campus vendor)</td>
</tr>
<tr>
<td>• Rental agreements &amp; contracts</td>
</tr>
<tr>
<td>• Can NOT reimburse for services; SGAO must make payment!</td>
</tr>
</tbody>
</table>
You must make sure your organization submits paperwork 7 days prior to event for UNM Catering to process your order.

DO NOT place your organization’s order directly with UNM Catering. SGAO must verify the availability of your funds prior to purchase. Once funds are verified, YOU place the order.

Fill out and submit the IR form to the SGAO. Payment will be made directly by the SGAO.

UNM Catering will charge a $35 delivery fee. You will not be charged if you pick up your own order.
Important

• Students SHOULD NOT pay for any services with personal funds.

• All services MUST be pre-approved by UNM prior to payment.

• Contracts or agreements should not be signed by student group!

Very Important

• UNM students may be contracted for services, e.g., DJ, photography, musical performance, etc., however, due to University policies, payment will be processed via scholarship, which may result in the payment being applied to the student’s outstanding balance in the Bursar’s Office.

• If no balance exists, a check / direct deposit will be processed.

Instructions

• Complete the Professional Services Checklist.

• Fill out and submit the IR form to SGAO.

• Be sure to include the federal tax ID/SSN and correct address.

• Some vendors may be required to fill out a W-9 form.

• Include invoice or UNSIGNED contract/agreement from the vendor.
Professional Services Checklist

☐ Date: ______________________

☐ Name: ______________________

Business Name (if different): ______________________

☐ Business Purpose / Name of Event: ______________________

☐ Date of Event: ______________________

☐ Amount of Payment: ______________________

☐ Payment Method:
  Present check day of performance
  Mail check
  P-Card
  Other

**Important:**
- Students SHOULD NOT pay for services with personal funds.
- All services MUST be pre-approved by UNM prior to payment.
- Contracts or agreements SHOULD NOT be signed by student group.

**This form MUST be completed and submitted prior to any expenditure of funds!**

This form is mandatory!
## Appropriation

### What is it?
- The appropriation process is different and separate from the fall or spring budget processes.
- A Chartered Student Organization may request funds for:
  - ASUNM Travel
  - GPSA recommends the grants process for travel funding.
  - Unforeseen expenses (conferences, events, banners, etc.).
  - One-time capital outlays (computers, large equipment, etc.).

### Important
- A chartered student organization may only receive **one** ASUNM appropriation per semester and up to **two** appropriations from GPSA per semester.
- The process will take approximately 2 weeks to complete if all forms are submitted by the appropriate deadlines.
- Funds allocated during this process must be spent within the same fiscal year (July 1 – June 30) they are allocated.
- Make sure all requested funds have been approved by all appropriate parties **before** spending.

### Process
- A representative from your organization **must** attend the ASUNM / GPSA Finance Committee meeting to explain the need for the requested funds.
- If the Finance Committee approves the appropriation, it will go on to the next full ASUNM Senate / GPSA Council meeting for a vote.
- If the Finance Committee does not approve the appropriation, the process ends here.
All international travel MUST be pre-approved by the Global Education Office **before** we will make any travel arrangements for your student organization.

Prior to arranging travel, **schedule an appointment with SGAO** to discuss pre-payment options available for:

- Conference fees
- Airline reservations
- Hotel accommodations

Reimbursements can only be made to UNM students, UNM employees and official guests of the University.
Travel Reimbursement Checklist

Original itemized receipts for all expenditures being claimed for reimbursement must be provided.  
******** All receipts MUST show method of payment. ********
Travel MUST BE completed prior to reimbursement.

✓ Airline Ticket Receipt and Itinerary
   Reimbursement will be processed upon receipt indicating that payment in full has been made.
   ➢ It is preferable that airline tickets are paid, in advance, by an accountant in SGAO.
      You may contact your SGAO accountant to set up a time to purchase your airline tickets.

✓ Itemized Hotel Receipt
   Reimbursement will be processed upon receipt indicating that payment in full has been made.
   ➢ It is preferable that hotel charges are paid, in advance, by an accountant in SGAO.
      You may contact your SGAO accountant to set up a time to purchase your airline tickets.
   ➢ Reimbursements are allowed for room and tax charges ONLY.

✓ Ground Transportation
   Reimbursement will be processed upon receipt indicating that payment in full has been made.
   ➢ Original rental car receipt.
   ➢ Fuel receipts.
   ➢ Original receipts for cab fare, Uber, parking, tolls, etc.
      If driving and claiming mileage, you will be reimbursed at either ASUNM or GPSA rates, depending on how your group’s affiliation.

✓ Meal Expenses
   ➢ Provide ITEMIZED receipts for all meals being claimed.

✓ Conference/Event Registration
   Reimbursement will be processed upon receipt indicating that payment in full has been made.
   ➢ You may choose to contact your SGAO accountant to set up a time to purchase your conference registration.
   ➢ Attach a conference agenda.

Important: If you are paying for others who are NOT seeking reimbursement, each individual must sign an AFFIDAVIT stating they will not seek reimbursement for any expenses related to the specific travel for which you are seeking reimbursement.

---

Student Government Accounting Office  
TRAVEL REIMBURSEMENT FORM

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 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:

Departure Date & Time: ___________________________  Return Date & Time: ___________________________

Lodging / Hotel Name:

Lodging / Hotel Address:

Total Amount of Request: ___________________________

Printed Name: ___________________________  Organization Name: ___________________________

Banner ID # ___________________________

Signature: ___________________________  Date: ___________________________

NECESSARY FOR ALL TRAVEL REIMBURSEMENTS
List of Don'ts

• Don’t sign your own reimbursement Internal Requisition (IR) form.
• Don’t spend unapproved funds.
• Don’t spend funds until they are in your SGAO account.
• Don’t pay taxes for goods.
• Don’t drop by the SGAO unannounced to schedule travel arrangements. *Please schedule an appointment with your accountant.*
• Don’t pay for Professional Services (DJs, photographers, etc.) with your own funds.
• Don’t purchase gift cards.
• Don’t confuse Honorarium with Professional Services.
• Don’t offer gift cards in lieu of an Honorarium payment.