

SGAO SPENDING GUIDE

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List of Don'ts

- **Don't** sign your own reimbursement Internal Requisition (IR) form.
 - *All reimbursement forms must be signed by two other authorized signatories.*
- **Don't** spend unapproved funds.
 - *You must spend according to your budget.*
- **Don't** spend funds until they are in your SGAO account.
- **Don't** pay taxes for goods.
 - *UNM is a tax-exempt organization. A tax-exempt certificate is at the back of your booklet. Take this with you when making purchases. SGAO cannot reimburse taxes paid on goods.*
 - *Tax can be paid for prepared foods, e.g., restaurant meals. All services are taxed.*
- **Don't** drop by the SGAO unannounced to schedule travel arrangements.
 - *As a professional courtesy, **PLEASE schedule an appointment** to ensure your accountant is available to assist with your travel arrangements.*
- **Don't** place orders directly with UNM SUB Catering.
 - *SGAO **must** verify available funding.*
- **Don't** pay for Professional Services (DJs, photographers, etc.) with your own funds.
 - *SGAO **must** make these purchases for you.*
- **Don't** purchase gift cards.
 - *SGAO is required by UNM to make these purchases for you. We cannot purchase e-cards, however.*
- **Don't** confuse Honorarium with Professional Services.
 - *An Honorarium is a nominal payment as a courtesy for a University visit.*
 - *Professional services are identified as services provided for a standard fee.*
- **Don't** offer gift cards in lieu of an Honorarium payment.
 - *The University must report honorarium payments to the payee and the Internal Revenue Service (IRS) on Form 1099.*
 - *Payments to foreign persons are subject to 30% U.S. Federal tax withholding.*

Spending Guide Amendment.

❖ **Petty Cash:**

- Original Itemized receipts no electronic copies or submission.
- Cannot reimburse travel costs such as Gas and Conference fees. You must receive a check for this.

❖ **New Vendor Set up:**

- UNM Main Unrestricted Account has changed their process for setting up vendors and it could take up to two weeks to complete the set-up process. Please provide a reliable contact name and email to send the vendor invitation.
- Please include your accountant in the planning of you events to ensure there are no delays in paying the vendor.
- You can verify if the vendor you want to use is set up in the system prior to making purchases or arrangements by emailing your Accountant.

❖ **Reimbursements:**

- Receipts must be original itemized with the method of payment visible.
- Failure to bring proper receipts will result in you NOT getting reimbursed.
- Do not request a reimbursement for something paid by another member of your group. The person incurring the expense is the one that needs to submit the reimbursement request.
- Do not combine reimbursements for different events (Group meetings & Events) Even if food was purchased for both events, the business purposes are different and require separate IRs.
- Do not allow non-UNM students or community members make purchases for your group. UNM policy does not allow us to process reimbursements for those individuals.

❖ **Internal Requisition:**

- Do not combine multiple students' reimbursement on one IR. We need a separate IR for each person getting reimbursed.
- Please make sure your IR has a complete Business Purpose (Who, What, When, Where, & Why.) If you do not provide a detailed explanation with the IR it will result in delay of processing your request.

❖ **Travel:**

- Hotels ≤ 50 Miles from Albuquerque are not allowed.

❖ **UNM Branding:**

- ANYTHING bearing the UNM logo or University of New Mexico must be approved by UCAM prior to making arrangements to have anything made or printed.
- Having custom printed "SWAG" is considered a professional service and is a non-reimbursable expense. SGAO must make these types of purchases for your CSO.

Getting Started

Get Chartered

- Only chartered student organizations at the University of New Mexico may receive funding from ASUNM and GPSA.
- To become a chartered organization, visit the Student Activities Center in SUB 1018 or call 277-4706.

Attend a SGAO Workshop

- All student organizations receiving ASUNM and / or GPSA funding, must have two (2) representatives attend a **mandatory** SGAO Spending Workshop.
 - There are a number of workshops offered between July and September at various times. The two required representatives do not need to attend the same workshop; however, accessing your funds cannot occur until two representatives have attended.
- Graduate student organizations that receive **PB Funds** (pro-rated benefits) have workshops designed specifically for them. These workshops are also **mandatory** to access funds.

Workshop schedules will be posted at the SGAO website: <http://sgao.unm.edu/workshops.html>

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, two (2) authorized signers must sign the Internal Requisition (IR) form.

- A minimum of three (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. All signers must be renewed every July 1st to remain active on the account.

Signature Authorization Forms are available at the Student Government Accounting Office (SUB 1018) as well as online at <http://sgao.unm.edu/forms-handouts/signature-authorization-form.pdf>

Important Reminders!

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.

Per UNM Policy 7200, 1.4:

Chartered Student Organizations that receive funding from the University must deposit all funds that they collect in an internal University account, through the Student Government Accounting Office.

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.

Unallowable Expenditures

- Political contributions to individuals or organizations
- Payments to UNM employees outside of Payroll
- Awards/Gifts to UNM employees
- Gifts to students
- Personal expenses
- Alcohol

Gift Cards / Incentives

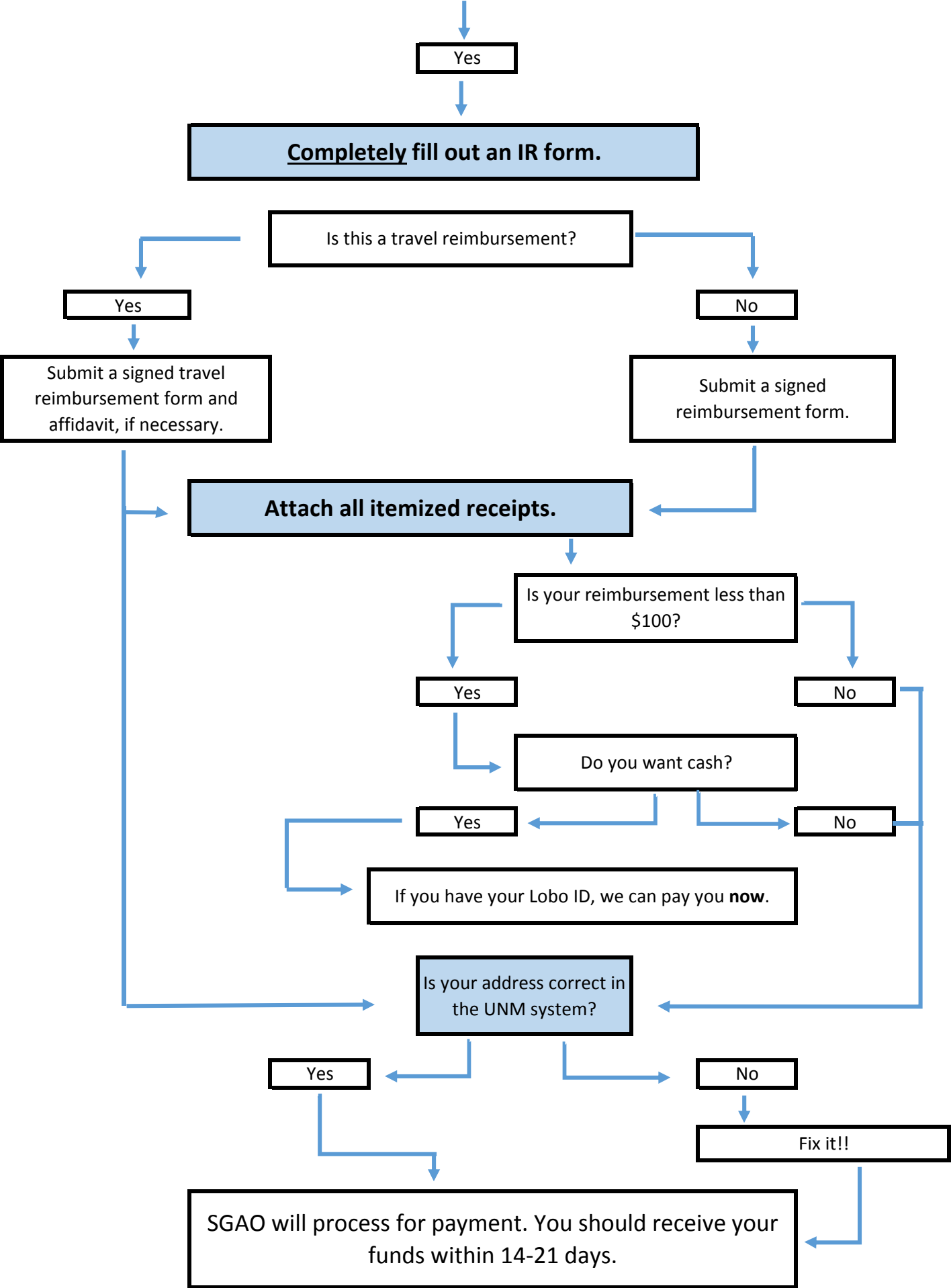
While the university does not prohibit these types of purchases, it does have the following specific limitations associated with them:

- Gift Card purchases **MUST BE** made directly by an 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.
- There must be a specific business purpose associated with these purchases.
- E-gift cards are **NOT** an option.

Honorarium

- Payable to an individual of special achievement or renown.
- Payment does not constitute compensation.
- A social security number of the individual you are paying is required.
- Cannot be paid to UNM employees or students.

ARE YOU REQUESTING A REIMBURSEMENT?



Reimbursements

Important:

- ★ Reimbursement claims should be submitted to the SGAO as soon as possible, but no later than 30 calendar days after making the purchase.
- ★ Per UNM Policy 4000, 4.2: Reimbursements and payments will not be processed if submitted more than one hundred and eighty (180) calendar days after the expenses were paid or incurred.
- ★ Receipts being submitted **MUST BE original and itemized showing the items purchased and method of payment**, e.g. cash, credit card.
- ★ Payment of Gross Receipts Tax **WILL NOT** be reimbursed. To avoid paying tax, use the tax-exempt form at the back of this booklet.

Types of Reimbursements

1. Petty Cash

Processing Time- Same Day

Method of Payment- Cash

Requirements:

- Reimbursements under \$100.
- Goods off the shelf (*no tax*).
- Restaurant receipts (*can include tax & tip: 20% max*).

2. Checks / Direct Deposit

Processing Time- 14-21 Days

Method of Payment- Check or Direct Deposit

Requirements:

- Reimbursements over \$100 or under \$100 if payee chooses to receive a check rather than petty cash.
- Goods off the shelf (*no tax*).
- Restaurant receipts (*can include tax & tip: 20% max*).

Instructions:

1. Fill out the IR form with detailed information (see page 4).
2. Attach ALL ORIGINAL / ITEMIZED receipts (do not use highlighter; circle or * instead).
3. Payee must sign the Reimbursement Form (see page 5).
4. Attach a sign-in sheet for food purchases with fewer than 21 attendees.
5. Attach agenda or flyer for event.
6. Submit to SGAO for processing.

**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.

\$28.90

Total Amount of Request

Billy Idol

Payee's Name

The Billy Club

Organization Name

100000000

Banner ID #

Billy Idol

Payee's Signature

10/15/18

Date

******* DO NOT use this form for Travel Reimbursements *******

INTERNAL REQUISITION

ORGANIZATION: The Billy Club DATE: 07/15/16

ORG. CONTACT: Billy Crystal PHONE: 555-5555 E-MAIL ADDRESS: billyc@unm.edu

PAYMENT TYPE:			
1. <input checked="" type="checkbox"/> REIMBURSE UNM STUDENT OR EMPLOYEE	2. <input type="checkbox"/> ON-CAMPUS VENDOR	3. <input type="checkbox"/> OFF-CAMPUS VENDOR	4. <input type="checkbox"/> OTHER
<input checked="" type="checkbox"/> PETTY CASH <\$100 <input type="checkbox"/> CHECK	<input type="checkbox"/> ONE TIME <input type="checkbox"/> MASTER	<u>OR INDIVIDUAL</u>	

PAYEE INFORMATION: (check all that apply) STUDENT FACULTY/ STAFF/ RA, GA, TA, PA FOREIGN NATIONAL

Payee Name: Billy Idol Complete one ID # as applicable to payee

Address: 4122 Desert Springs Drive UNM ID # 1000000000
 (UNM Student /Employee)

Albuquerque NM 87131
 City State Zip

SSN # _____ - _____ - _____ (Individual-NON-UNM)

Phone: 555-5555 E-mail: idol@unm.edu Federal Tax ID # _____ - _____ - _____
 (Off-campus Vendor)

DESCRIPTION OF ITEMS/RECEIPTS TO BE PURCHASED OR REIMBURSED (Attach additional pages(s) if more space is needed)	
1) <u>Walmart - Refreshments</u> \$ <u>26.01</u>	4) _____ \$ _____
2) <u>Smith's - Spoons</u> \$ <u>2.89</u>	5) _____ \$ _____
3) _____ \$ _____	6) _____ \$ _____

REQUIRED FOR EVENTS:

NAME OF EVENT: Billy Club Recruitment Event DATE: 07/13/16

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

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

ACCOUNT: 670 <u>000</u> - <u>31B0</u> \$ <u>26.01</u>	
ACCOUNT: 670 <u>000</u> - <u>8060</u> \$ <u>2.89</u>	TOTAL CHARGE AMOUNT →→→→→→→→ \$ <u>28.90</u>
Index # Account-code Amount	

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

Billy Bob Johnston 7/16/16 Billy Crystal 7/16/16
 Authorized Signature Date Authorized Signature Date

Note: Payee cannot authorize his or her own reimbursement!

COMMENTS:	SGAO OFFICE USE ONLY	
	Approved By: _____	Date: _____
	Doc. Type: _____	Tracking #: _____

Travel Reimbursement

Processing Time ~ 14-21 Days

Method of Payment: Check or Direct Deposit

All International travel MUST be pre-approved by the Global Education Office at 2120 Mesa Vista Hall before we will make any travel arrangements for your student organization.

Important:

- Prior to arranging travel, visit the SGAO (SUB 1018) to discuss pre-payment options available for:
 - conference fees,
 - airline and,
 - hotel accommodations.

As a professional courtesy, SGAO would like you to schedule an appointment to ensure your accountant is available to assist with your travel arrangements.

- 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 for which you are making a claim.
- Reimbursements can only be made to UNM students, UNM employees and official guests of the University.
- Receipts being submitted must be original and itemized showing the details of your purchase.
 - Receipts must also clearly show your **method of payment**, e.g., cash, credit card.
 - Credit card statements may also be requested by the SGAO.

Instructions:

1. Fill out the IR form (see next page) with detailed information and attach ALL ORIGINAL / ITEMIZED receipts.
2. Include the TIME & DATE you left and returned on the “date of event” line.
3. In detail, please list the name of the conference, tournament or other UNM Business purpose for travel.
4. Attach signed travel reimbursement form (page 22) and travel affidavit (page 23), if applicable. These forms may also be found at <http://sgao.unm.edu/>.
5. Additional documentation should be provided when available (e.g., conference brochures or materials).

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 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: Los Angeles, CA

Departure Date & Time: 9/8/18 @ 7pm

Return Date & Time: 9/12/18 @ 9pm

Lodging / Hotel Name: Marriott - Los Angeles Downtown

Lodging / Hotel Address: 333 S. Figueroa St., Los Angeles

Total Amount of Request: \$437.61

Jimmy Fallon
Printed Name

The Comics Club
Organization Name

10000000
Banner ID #

Jimmy Fallon
Signature

9/16/2018
Date

NECESSARY FOR ALL TRAVEL REIMBURSEMENTS

INTERNAL REQUISITION

ORGANIZATION: The Comics Club DATE: 02/25/17
 ORG. CONTACT: Stephen Colbert PHONE: 555-5555 E-MAIL ADDRESS: colbert@unm.edu

PAYMENT TYPE:			
1. <input checked="" type="checkbox"/> REIMBURSE UNM STUDENT OR EMPLOYEE <input type="checkbox"/> PETTY CASH <\$100 <input checked="" type="checkbox"/> CHECK	2. <input type="checkbox"/> ON-CAMPUS VENDOR <input type="checkbox"/> ONE TIME <input type="checkbox"/> MASTER	3. <input type="checkbox"/> OFF-CAMPUS VENDOR <input type="checkbox"/> OR INDIVIDUAL	4. <input type="checkbox"/> OTHER

PAYEE INFORMATION: (check all that apply) STUDENT FACULTY/ STAFF/ RA, GA, TA, PA FOREIGN NATIONAL

Payee Name: Jimmy Fallon *Complete one ID # as applicable to payee*
 Address: 1600 Haviture Way, NW UNM ID # 100000000
(UNM Student /Employee)
Albuquerque NM 87131
City State Zip SSN # _____ - _____ - _____ (Individual-
 NON-UNM)
 Phone: 505-555-5555 E-mail: fallonj@unm.edu Federal Tax ID # _____ - _____
(Off-campus Vendor)

DESCRIPTION OF ITEMS/RECEIPTS TO BE PURCHASED OR REIMBURSED (Attach additional pages(s) if more space is needed)			
1) <u>Hotel- 3 nights</u>	\$	<u>246.18</u>	
2) <u>Food- per receipts</u>	\$	<u>63.82</u>	
3) <u>Gas- per receipts</u>	\$	<u>127.61</u>	
4) _____	\$		
5) _____	\$		
6) _____	\$		

REQUIRED FOR EVENTS:
 NAME OF EVENT: Comic Club Regional Conference DATE: 02/08-02/11/17
 START TIME: 7am END TIME: 9pm LOCATION: Los Angeles, 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 _____ - _____ \$ _____
Index # Account-code Amount **TOTAL CHARGE AMOUNT** →→→→→→→→→\$437.61

EXPLANATION OF EVENT/PURCHASE: Travel to our National Conference to learn more about comic history and techniques, hosted in Los Angeles, CA

Ellen De Genoves 2/25/17 Chris Roda 2/25/17
 Authorized Signature Date Authorized Signature Date

Note: Payee cannot authorize his or her own reimbursement!

COMMENTS:	SGAO OFFICE USE ONLY
	Approved By: _____ Date: _____
	Doc. Type: _____ Tracking # _____

On-Campus Purchases

Processing Time: 1 - 2 Days

UNM Bookstore

- Fill out and submit the IR form to SGAO (see next page).
- After submitted, we will type up a Bookstore Requisition that you must pick-up and take to the Bookstore in order to make your purchases.
We will call the organization's contact person when it is ready to be picked up.
- Once you've made your purchase, visit the requisition desk at the back left corner of the store to authorize charges to your account via the Requisition.
- Return the receipt of purchased items to SGAO as quickly as possible.

Other On-Campus Vendors (e.g., UNM Copy Center, Daily Lobo, Physical Plant, IT)

- Fill out and submit the IR form to the SGAO (see next page).
- After submitted, we will send necessary paperwork to these vendors.
- Payment will be made directly to the vendor, but if you receive a bill/invoice, 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.

Please Note:

- *If your organization plans on using an on-campus vendor more than once throughout the year (Daily Lobo or UNM Copy Center), you may request that SGAO set up a **Master Requisition**. This will allow purchases to be charged directly to your account with a Not To Exceed (NTE) amount without your having to come into the SGAO each time you want to make a purchase. However, this will result in your NTE amount being held from all other spending.*

INTERNAL REQUISITION

ORGANIZATION: The Foodie Club DATE: 09/15/16
 ORG. CONTACT: Barefoot Contessa PHONE: 555-5555 E-MAIL ADDRESS: bare@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
 4. OTHER

PAYEE INFORMATION: (check all that apply) STUDENT FACULTY/ STAFF/ RA, GA, TA, PA FOREIGN NATIONAL
 Payee Name: UNM Bookstore Complete one ID # as applicable to payee
 Address: _____ UNM ID # _____
 _____ (UNM Student /Employee)
 _____ City State Zip SSN # _____ - _____ - _____ (Individual-NON-UNM)
 Phone: _____ E-mail: _____ Federal Tax ID # _____ - _____ - _____ (Off-campus Vendor)

DESCRIPTION OF ITEMS/RECEIPTS TO BE PURCHASED OR REIMBURSED (Attach additional pages(s) if more space is needed)	
1) <u>Office supplies: pens, stapler, tape</u>	<u>\$ 25.50</u>
2) <u>Book: "Eat Food"</u>	<u>\$ 15.75</u>
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____

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 - 3100 \$ 25.50
 ACCOUNT: 670 000 - 3110 \$ 15.75 TOTAL CHARGE AMOUNT →→→→→ \$ 41.25
 Index # Account-code Amount

EXPLANATION OF EVENT/PURCHASE: Basic office supplies for organizational use. Book will be used for
educational reference and will be kept in our campus office.

Giada De Laurentiis 9/16/16 Bobby Ray 9/16/16
 Authorized Signature Date Authorized Signature Date

Note: Payee cannot authorize his or her own reimbursement!

SGAO OFFICE USE ONLY

COMMENTS: _____
 Approved By: _____ Date: _____
 Doc. Type: _____ Tracking # _____

On-Line Vendors

Processing Time- 2-3 Days

Important:

- Orders **MUST** be shipped to the SGAO.
- Remember to include the cost of shipping and taxes to ensure availability of funds in your account.

Instructions:

1. Fill out and submit the IR form to SGAO (see next page) with the items you wish to purchase. You may create a 'cart' with the vendor and submit it along with the IR.
2. After the IR is submitted, your assigned accountant will place the order with the vendor. SGAO will contact the name provided on the IR once the item(s) is received.
3. If you would like to sit down with the accountant to ensure the correct items are ordered, you can **set up an appointment** beforehand by sending an e-mail to sgao@unm.edu or by calling 277-7888.

Please note: If your student organization wishes to have t-shirts printed with a UNM logo, your organization must abide by the University of New Mexico Policy of Collegiate Licensing & Trademark Usage.

POLICY STATEMENT

The use of any trademark, trade name, logo or symbol which identifies the University of New Mexico may not be used without the prior expressed written authorization of the University of New Mexico Licensing Department. Products bearing those marks and distributed for resale or other promotional purposes are subject to the licensing policies of the University.

Merchandise produced without written authorization may be considered "counterfeit" and subject to all available legal remedies, including seizure of the merchandise.

Only an officially licensed vendor is approved to produce emblematic merchandise bearing the University of New Mexico marks.

Licensed Albuquerque-based vendors:

- Zia Graphics – (505) 881-1477 ziagraphics.com/ZiaGraphics/
- Graphic Connection – (505) 219-2121 gcsportswear.com
- Screen Images, Inc. – (505) 344-8534 screenimagesnm.com

INTERNAL REQUISITION

ORGANIZATION: Music Lovers Club DATE: 9/1/16
 ORG. CONTACT: Jimmy Bose PHONE: 555-5555 E-MAIL ADDRESS: jbose@unm.edu

PAYMENT TYPE:			
1. <input type="checkbox"/> REIMBURSE UNM STUDENT OR EMPLOYEE <input type="checkbox"/> PETTY CASH <\$100 <input type="checkbox"/> CHECK	2. <input type="checkbox"/> ON-CAMPUS VENDOR <input type="checkbox"/> ONE TIME <input type="checkbox"/> MASTER	3. <input checked="" type="checkbox"/> OFF-CAMPUS VENDOR <u>OR INDIVIDUAL</u>	4. <input type="checkbox"/> OTHER

PAYEE INFORMATION: (check all that apply) STUDENT FACULTY/ STAFF/ RA, GA, TA, PA FOREIGN NATIONAL

Payee Name: Amazon.com **Complete one ID # as applicable to payee**
 Address: _____ UNM ID # _____
 (UNM Student / Employee)
 City State Zip SSN # _____ (Individual-NON-UNM)
 Phone: _____ E-mail: _____ Federal Tax ID # _____ (Off-campus Vendor)

DESCRIPTION OF ITEMS/RECEIPTS TO BE PURCHASED OR REIMBURSED (Attach additional pages(s) if more space is needed)	
1) <u>Music Trivia Games (see attached)</u> \$ <u>49.35</u>	4) _____ \$ _____
2) <u>plus shipping</u> \$ _____	5) _____ \$ _____
3) _____ \$ _____	6) _____ \$ _____

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 - 3110 \$ 49.35 plus shipping

ACCOUNT: 670 _____ - _____ \$ _____ **TOTAL CHARGE AMOUNT** →→→→→→→→→→ \$ 49.35+ s&h

Index # Account-code Amount

EXPLANATION OF EVENT/PURCHASE: Games will be used to initiate social interaction and conversation during club bi-weekly meetings and during social events. Games will be stored in our on campus office, located in the SUB.

Justin Timberlake 9/1/16 Alex Adkins 9/2/16
 Authorized Signature Date Authorized Signature Date

Note: Payee cannot authorize his or her own reimbursement!
SGAO OFFICE USE ONLY

COMMENTS:	Approved By: _____ Date: _____
	Doc. Type: _____ Tracking #: _____

Two Food Options in the SUB

Both these types of purchases require an IR prior to any purchase.

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## Lobo Ca\$h Card

~~~~~

This type of request can be used for food purchases from vendors in the SUB .
You must pick up the **Lobo Ca\$h Card** from SGAO to make these purchases.



UNM CATERING



How to:

Order food

for chartered student organizations

- 1** Student will submit an Internal Requisition (IR) to SGAO for Accountant approval.
- 2** Once approved, the Accountant will provide a copy to the student with the "not to exceed" amount.
- 3** The student group will give UNM Catering the IR, which will contain the name of the student organization, the index, and the PCard to charge.
- 4** UNM Catering will assist the student organization with placing the order.
- 5** If there are any changes needing to be made to the order, contact UNM Catering at 277-2506.

Attention:

There is a \$35 delivery fee (set up/tear down).
No charge will be applied if you choose to pick it up yourself.

Lobo Cash Card

SUB Food Vendors

Processing Time: Same Day

Important:

- This type of request can be used for food requests from vendors in the SUB (separate from SUB Catering).
- You must pick up the **Lobo Cash Card** from SGAO to make these purchases.
- A **Lobo Cash Card** can only be checked out between the hours of 8:30am and 4:00pm, Monday-Friday. If your event is happening outside of these hours, pre-pay during the allowed time frame and arrange a later food pickup time with the vendor.
- There is no discount associated with this option.

Instructions:

1. Check with the SUB vendor to determine order details and price estimate.
2. Fill out and submit the IR form to the SGAO (see next page).
3. We will review your request immediately and, if approved, check out the **Lobo Cash Card** for your immediate use.
4. Check out process includes leaving your UNM ID and completing a brief checkout form.
5. After you complete your purchase, return the **Lobo Cash Card** and the receipt to the SGAO office by 4:30 the day of purchase and pick up your ID. We will then charge your account for your purchase.

INTERNAL REQUISITION

ORGANIZATION: Skate Boarding Club DATE: 09/15/16
 ORG. CONTACT: Louie Lobo PHONE: 555-5555 E-MAIL ADDRESS: louie@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

4. OTHER

PAYEE INFORMATION: (check all that apply) STUDENT FACULTY/ STAFF/ RA, GA, TA, PA FOREIGN NATIONAL

Payee Name: Wise Pies / Lobo Cash Card Complete one ID # as applicable to payee

This sample can be used for ONE TIME PAYMENTS to SUB Vendors including:

Chick-fil-A *-Mercado* *Wise Pies* *Blake's*
 Satellite Coffee *Subway* *Twisters*

No Address or ID numbers necessary for on-campus vendors

DESCRIPTION OF ITEMS/RECEIPTS TO BE PURCHASED OR REIMBURSED (Attach additional pages(s) if more space is needed)	
1) <u>Pizza and Drinks</u> \$ <u>50.00</u>	4) _____ \$ _____
2) _____ \$ _____	5) _____ \$ _____
3) _____ \$ _____	6) _____ \$ _____

REQUIRED FOR EVENTS:

NAME OF EVENT: Meeting w/ guest speaker Ryan Sheckler DATE: 09/15/16
 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 - 31B0 \$ 50.00

ACCOUNT: 670 _____ - _____ \$ _____

TOTAL CHARGE AMOUNT →→→→→→→→→→ \$ 50.00

Index # Account-code Amount

EXPLANATION OF EVENT/PURCHASE: Refreshments for general meeting with a professional skateboarder to discuss techniques.

Louie Lobo 9/18/16 Lucy Lobo 9/19/16
 Authorized Signature Date Authorized Signature Date

Note: Payee cannot authorize his or her own reimbursement!

SGAO OFFICE USE ONLY

COMMENTS: _____

Approved By: _____ Date: _____
 Doc. Type: _____ Tracking #: _____

UNM Catering

- ☞ 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.

Instructions:

1. Fill out and submit the IR form to the SGAO (see next page). If your organization is arranging anything other than food, please submit a separate IR designating a different payee, e.g., UNM Event Planning.
2. Payment will be made directly by SGAO but if you receive an invoice, be sure to get it to the SGAO as quickly as possible.
3. 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 UNM Catering and SGAO know at the earliest convenience.
4. For menu options, please go to: <https://unmcatering.catertrax.com>

UNM Event Planning

SUB Room Reservations

- A CSO may reserve space in the SUB, at no charge, for meetings and/or events specific to the Chartered Student Organization.
- Room rental fees are waived for all CSOs with the following exceptions:
 - When an admission or registration fee is charged, the organization will be charged the Student Organization Room Rental Rate. *Exceptions will be made for organizations that order catering for their SUB event and are charged a participant fee only to cover the cost.*
 - Additional fees may be charged for AV technicians, stage set up, additional staff/staff overtime, additional building hours (hours needed before or after normally scheduled building hours) and other related costs necessary to accommodate the event requirements.
- Please visit <http://sub.unm.edu/event-planning/chartered-student-organizations.html> for more information.

INTERNAL REQUISITION

ORGANIZATION: Culture Club DATE: 11/01/16
 ORG. CONTACT: Bubba Gump PHONE: 555-5555 E-MAIL ADDRESS: bubbag@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

4. OTHER

PAYEE INFORMATION: (check all that apply) STUDENT FACULTY/ STAFF/ RA, GA, TA, PA FOREIGN NATIONAL

Payee Name: UNM Catering

*No Address or ID numbers necessary for on-campus vendors
 Must fill out an IR for each UNM catering order/event

DESCRIPTION OF ITEMS/RECEIPTS TO BE PURCHASED OR REIMBURSED (Attach additional pages(s) if more space is needed)	
1) <u>Catering (see attached order)</u> \$ <u>95.00</u>	4) _____ \$ _____
2) _____ \$ _____	5) _____ \$ _____
3) _____ \$ _____	6) _____ \$ _____

REQUIRED FOR EVENTS:

NAME OF EVENT: Día de los Muertos event DATE: 11/01/16
 START TIME: 6pm END TIME: 8pm LOCATION: SUB Acoma A # of Attendees 55 (IF < 21, ATTACH LIST OF ATTENDEES)

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

ACCOUNT: 670 000 - 3130 \$ 95.00

ACCOUNT: 670 _____ - _____ \$ _____
Index # Account-code Amount

TOTAL CHARGE AMOUNT →→→→→→→→ \$ 95.00

EXPLANATION OF EVENT/PURCHASE: Refreshments for cultural event to encourage community engagement

Boy George 11/2/16 Bubba Gump 11/2/16
 Authorized Signature Date Authorized Signature Date

Note: Payee cannot authorize his or her own reimbursement!

SGAO OFFICE USE ONLY

COMMENTS: _____

Approved By: _____ Date: _____
 Doc. Type: _____ Tracking #: _____

Professional Services Vendors

Processing Time ~ 14-21 Days

- ☞ Students **SHOULD NOT** pay for services with personal funds.
- ☞ All services **MUST** be pre-approved by UNM prior to payment.
- ☞ Contracts or agreements should **NEVER** be signed by a student group!

Instructions:

1. Fill out and submit the IR form to SGAO (see next page).
 - 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.
 - Complete a **mandatory** Professional Services Checklist (see page 18).
2. Invoice should include the following information:
 - Unique invoice number
 - Date
 - Company's name and remittance address
 - Bill to: University of New Mexico
Accounts Payable Dept.
MSC01 1250
Albuquerque, NM 87131
3. Once SGAO receives all of these items, paperwork will be submitted for payment.
(If a purchase order must be created, this may take 2-3 weeks).

Please Note: UNM students may be contracted for services, e.g., DJ, musical performance, photography, 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.

Exception: Payment may be made directly to the student's business, if it is a registered business operating in NM with a separate tax ID.

INTERNAL REQUISITION

ORGANIZATION: Serious Business Students of UNM DATE: 12/01/16
 ORG. CONTACT: Brandon Ramone PHONE: 555-5555 E-MAIL ADDRESS: ramone@unm.edu

PAYMENT TYPE:			
1. <input type="checkbox"/> REIMBURSE UNM STUDENT OR EMPLOYEE <input type="checkbox"/> PETTY CASH <\$100 <input type="checkbox"/> CHECK	2. <input type="checkbox"/> ON-CAMPUS VENDOR <input type="checkbox"/> ONE TIME <input type="checkbox"/> MASTER	3. <input checked="" type="checkbox"/> OFF-CAMPUS VENDOR <u>OR INDIVIDUAL</u>	4. <input type="checkbox"/> OTHER

PAYEE INFORMATION: (check all that apply) STUDENT FACULTY/ STAFF/ RA, GA, TA, PA FOREIGN NATIONAL

Payee Name: DJ Skrillex Complete one ID # as applicable to payee

Address: 1234 Alameda St NW UNM ID # _____
 (UNM Student /Employee)

Albuquerque NM 87102
 City State Zip

SSN # 1 2 3 - 4 5 - 6 7 8 9 (Individual-
 NON-UNM)

Phone: 505-555-0000 E-mail: skrillex@gmail.com Federal Tax ID # _____
 (Off-campus Vendor)

DESCRIPTION OF ITEMS/RECEIPTS TO BE PURCHASED OR REIMBURSED (Attach additional pages(s) if more space is needed)	
1) <u>DJ service for event- 3 hrs</u> <u>\$ 150.00</u> (see attached invoice)	4) _____ \$ _____
2) _____ \$ _____	5) _____ \$ _____
3) _____ \$ _____	6) _____ \$ _____

REQUIRED FOR EVENTS:

NAME OF EVENT: 2016 Fall Graduation Dinner DATE: 12/16/16
 START TIME: 7pm END TIME: 10pm LOCATION: Hotel Andaluz # of Attendees 150 (IF <21, ATTACH LIST OF ATTENDEES)

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

ACCOUNT: 670 0 0 0 - SG \$ 150.00
 ACCOUNT: 670 _____ - _____ \$ _____ TOTAL CHARGE AMOUNT →→→→→→→→ \$ 150.00
 Index # Account-code Amount

EXPLANATION OF EVENT/PURCHASE: To provide entertainment for the attendees of the Fall 2016 graduation event.

Brandon Ramone 12/12/16 Dewey Cheatum 12/15/16
 Authorized Signature Date Authorized Signature Date

Note: Payee cannot authorize his or her own reimbursement!

COMMENTS:	SGAO OFFICE USE ONLY
	Approved By: _____ Date: _____ Doc. Type: _____ Tracking #: _____



Professional Services Checklist

For services such as: photography, entertainment, coaching, etc.

This form MUST be completed and submitted with an IR prior to any expenditure of funds!

Date: _____

Service Provider Name: _____

Business Name (if different): _____

MANDATORY: Attach completed W-9 form

Business Purpose / Name of Event: _____

Date of Event / Service: _____

Amount of Payment: _____

Payment Method:

_____ Present check day of event

_____ 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!

Self - Generated Funds

Any funds that are deposited into your UNM account become subject to all UNM policies. Regarding deposits, organizations need to carefully consider what the potential uses of self-generated funds might be.

Funds transferred from an UNM Department into your account is NOT considered to be self-generated funds.

Regular Deposits

SGAO accepts cash and checks made payable to your organization for things such as:
Membership dues Bake sales Apparel sales Raffles

Important: Any monies received by your organization should be deposited with SGAO by the next working day. It is the responsibility of the students collecting monies to ensure the funds are kept in a secure location until a deposit can be made.

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
700 Lomas NE, Suite 108
505-316-7600

To access funds for spending, bring a copy of your deposit receipt to the SGAO.

Per UNM policy 1040 sec. 8.2:

CSOs may use their self-generated fundraising proceeds to hold fundraisers for domestic 501(c)3 nonprofit organizations in order to:

- support the CSOs' missions;
- provide support to their parent organizations or local chapters; or
- assist the sick or indigent.

All costs related to the use of University resources (such as costs associated with renting space for the event and personnel who set up the event) must be deducted from the gross proceeds, so that there is no donation of University resources. Once the costs related to the use of University resources are deducted from the gross proceeds, the net proceeds of these fundraisers may be donated to the domestic external nonprofits. In order to document the contribution, CSOs should submit to the Student Government Accounting Office a letter or email from the nonprofit organization acknowledging the contribution.

BUDGET REVISION

Instructions: Complete, sign, and return this form to SGAO (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 the sole responsibility of your organization.

Date: 9/15/2020

SGAO Use Only #

Account Name: The Billy Club Index #: 670001

Contact Person: Billy Crystal Phone: 123-4567 Email: billyc@unm.edu

Source of Funding (check one):	<input checked="" type="checkbox"/> ASUNM	<input type="checkbox"/> GPSA	Purpose (check one):	<input type="checkbox"/> Redefine	<input checked="" type="checkbox"/> Reallocate
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ACCOUNT CODE	DESCRIPTION	CURRENT BALANCE	INCREASE	DECREASE	NEW BALANCE
(Round down "Increases/Decreases" to the nearest dollar)					
3100	Office Supplies	\$ 75.00	\$ 100.00		\$ 175.00
3110	Subscriptions / Educational Materials	\$ 80.36	\$ 100.00		\$ 180.36
3140/50	Computer Supplies				
3180/89	Non-Capital Equipment or Computer				
31B0	Food / Refreshments	\$ 77.17	\$ 250.00		\$ 327.17
31C0	Dues and Fees				
31K0	Postage				
37Y0	Other Supply Costs				
4080	Travel				
63B0	Rentals				
63C0	Copying Services				
63E0	Honorarium				
69Y0	Advertising				
69Z0	Professional Services				
7060	Facility / Space Rentals	\$ 450.00		\$ 450.00	\$ -
70D0	Equipment Repair / Maintenance				
	TOTAL REVISION	\$ 682.53	\$ 450.00	\$ 450.00	\$ 682.53

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

Our organization no longer needs to utilize our budget for facility rentals due to changes in our recruitment efforts. We would like to reallocate our budget so we may purchase supplies for our office and increase our food budgets due to an increase in membership. We would like to increase our educational budget to purchase reference books for our club.

Billy the Kid
Authorized Signer

Billy Joel
Authorized Signer

Office Use Only	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	_____	_____
		Student Government Representative	Date



MSC01 1240
1 University of New Mexico
Albuquerque, NM 87131-0001
Telephone (505) 277-2036
FAX (505) 277-7774

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(8) 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

A handwritten signature in black ink that reads 'Bruce Cherrin' with a stylized flourish at the end.

Chief Procurement Officer