

Updated: April 16, 2008

Student Organization Instructions Related to Events and Payment Requests
From the Office of Business Services

Payment Requests

Requests for vendor payments and/or individual reimbursements are processed on a weekly basis. Checks are usually prepared on Wednesday (A.M.) and depending on the amount of the check, will be ready for distribution within 3 – 7 business days. Checks exceeding \$500.00 require a co-signature from the University Finance Dept. Upon completion of this process, checks will be forwarded to student mailboxes unless otherwise noted.

All payment requests should include a completed **“Payment Request” form**, an attached original invoice and approval signatures from SBA President, SBA Treasurer, & SBA Advisor. A sample form is attached and is also available on the SBA Website. The link is <http://clubs.rwu.edu/sba/content/pdf/pmt-request-sba-web.pdf>

Requests for payments should be complete and made on a timely basis. Any payment request form that is not complete will be returned to the SBA Treasurer to update any missing information and resubmitted to the Office of Business Services for processing.

Upon conclusion of an event, all receipts should be reconciled and those requiring reimbursement should be forwarded to Business Services in a reasonable timeframe.

Credit Card Purchases

If a purchase (ex.travel) requires the use of a credit card, contact the Office of Business Services. They will assist with payment and provide the proper authorization form depending on the type of purchase.

Office Supplies

RWU School of Law is able to offer next day delivery on most office supplies through WB Mason. WB Mason offers discounted pricing and recognizes our tax-exempt status. Our cost is less than the price that appears in the catalogue. Requests can be made through the Office of Business Services.

Budget Reports

Monthly Budget Reports will be emailed to the SBA Advisor, SBA President, & SBA Treasurer. The close of the financial month occurs between the 12th and 14th of each month. Soon after the actual close date, reports for the previous month will be distributed. However, to assist with planning, reports can be requested at any time by the above members.

Events

Any event taking place outside of RWU School of Law that involves rent, entertainment, or advance deposit requires a contract between the vendor (restaurant, bar, night club, etc.) & RWU. The contract and **RWU Contract Review Form** should be signed by the SBA advisor and forwarded to Office of Business Services for review and approval by the Office of General Counsel. This form can be accessed from the following link: http://clubs.rwu.edu/sba/content/pdf/contract_review.pdf

Students are not authorized to act as agents on behalf of the University. Students must not be placed in a position to negotiate prices, place orders, sign contracts, or in any manner obligate Roger Williams University¹.

Scheduling of rooms and events using the RWU Catering Dept. should be organized through the Office of Alumni, Programs, & Events. Please be sure to identify the specific SBA organization on all paperwork. (Ex: SBA-name of organization).

If you intend to collect money by selling tickets, charging an entrance fee, or selling raffle tickets (see below) for any event, you must have the event pre-approved by the Office of Business Services. An accounting of cash received will be required for these events. At that time, proper deposit procedures will be discussed. Cash should not be used to pay expenses related to an event; all expenses should be paid through the process of “payment requests” through the Office of Business Services.

All events should be planned in advance to allow proper time to comply with the above policies and procedures. Generally, it will take about 2 weeks to process a contract for an event.

Raffles

Please review state regulations regarding raffles. Information can be accessed @ <http://www.risp.state.ri.us/charitablegaming/>

¹ Roger Williams University – *Purchasing Manual* – Feb. 2007

Misc.

Students should request checks from the law school to pay expenses and should use their own money or credit cards only when absolutely necessary.

Please feel free to contact Lorrie Babcock (ex. 4550) lbabcock@rwu.edu , Sue Principe (ex. 5303) sprincipe@rwu.edu, or Kathy Massa (ex. 4506) kmassa@rwu.edu with questions related to the items above.