## Spending Money with 334 Account (Senate Finance Committee Fund)

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\*\* Student organizations are not allowed to purchase: memberships, room rentals, t-shirt/clothing, or alcohol or any equipment with the explicit purpose of the production of alcohol with their 334 accounts. \*\*

\*\*Any additional Questions can be directed to <a href="mailto:studentorgsga@stcloudstate.edu">studentorgsga@stcloudstate.edu</a> or stop by Department of Campus Involvement (AMC-134). \*\*

Type of Expenditure (Object Code)	Process	Forms Needed
Speaker/ Performer/ Entertainer/ Service Provider (Object Code# 1910)	<ol> <li>Make sure to initiate the process 4 weeks prior to the event.</li> <li>Fill out the contract Information Sheet. (<i>Make sure the adviser signs the form</i>)</li> <li>Contact Department of Campus Involvement (AMC-134) Office Manager <u>lalaudenbach@stcloudstate.edu</u> for further process.</li> </ol>	Contract Information Sheet
Off Campus Food (groceries, catered event ) Object Code #1850	<ul> <li>For reimbursement to an individual: If the individual is on campus you will need their ID number.</li> <li>Complete Reimbursement Form/ 1400 form and attach an itemized receipt and turn it in to Lori Laudenbach at Department of Campus Involvement -134.</li> <li>If off campus then their Social Security number</li> <li>Complete Reimbursement Form/ 1400 form and attach an itemized receipt and turn it in to Lori Laudenbach at Department of Campus Involvement -134.</li> <li>If off campus then their Social Security number</li> <li>Complete Reimbursement Form/ 1400 form and attach an itemized receipt and turn it in to Lori Laudenbach at Department of Campus Involvement -134.</li> <li>To pay vendor directly: Contact Department of Campus Involvement (AMC-134) Office</li> <li>Manager lalaudenbach@stcloudstate.edu for further process. ***Note: This process will need two weeks of time period. Some vendors may not accept this form of payment. Plan accordingly***</li> </ul>	<u>1400 Form</u>
On Campus Food (Sodexo catered event 1850)	<ol> <li>Obtain Sodexo's "SCSU Student Organization Food Events Application" form and get it signed by your adviser.</li> <li>Stop by the Sodexo Catering Office next to Mississippi Room in Atwood for finalization.</li> <li>Sodexo will bill the organization. You can find the bill at Department of Campus Involvement Front Desk, Atwood-134.</li> <li>Attach the bill/invoice with 1400/ Reimbursement form and submit to Lori Laudenbach at Department of Campus Involvement -134.</li> </ol>	Sodexo's Student Org. Form 1400 Form

	For reimbursement to an individual: If the individual is on campus you will need	
	their ID number.	
	• Complete Reimbursement Form/ 1400 form and attach an itemized receipt and	
	turn it in to Lori Laudenbach at Department of Campus Involvement -134.	
	If off campus then their Social Security number	1400 5
Supplies (3000)	• Complete Reimbursement Form/ 1400 form and attach an itemized receipt and	<u>1400 Form</u>
	turn it in to Lori Laudenbach at Department of Campus Involvement -134.	
	To pay vendor directly: Contact Department of Campus Involvement (AMC-134)	
	Office Manager lalaudenbach@stcloudstate.edu for further process. ***Note: This	
	process will need two weeks of time period. Some vendors may not accept this form of	
	payment. Plan accordingly***	
On Campus Printing/ Copies/	Give account number to Copies Plus or Printing Services to have them charge the	
Laminating (1410 Printing	amount for their services to your account directly.	
Services, 1411 Copies Plus)		
	For reimbursement to an individual: If the individual is on campus you will need	
	their ID number.	
	• Complete Reimbursement Form/ 1400 form and attach an itemized receipt and	
	turn it in to Lori Laudenbach at Department of Campus Involvement -134.	
	If off campus then their Social Security number	<u>1400 Form</u>
Off Campus Printing/	• Complete Reimbursement Form/ 1400 form and attach an itemized receipt and	
Copies/ Laminating (1870)	turn it in to Lori Laudenbach at Department of Campus Involvement -134.	
	To pay vendor directly: Contact Department of Campus Involvement (AMC-134)	
	Office Manager <u>lalaudenbach@stcloudstate.edu</u> for further process. ***Note: This	
	process will need two weeks of time period. Plan accordingly***	

	Note: funded through a Free Balance Reserve Request	
	For reimbursement to an individual: If the individual is on campus you will need	
	their ID number.	
	Complete Reimbursement Form/ 1400 form and attach an itemized receipt and	<u>1400 Form</u>
	turn it in to Lori Laudenbach at Department of Campus Involvement -134.	
Conferences (only for	If <b>off campus</b> then their Social Security number	
students, not faculty/staff	• Complete Reimbursement Form/ 1400 form and attach an itemized receipt and	Also See Travel
1070)	turn it in to Lori Laudenbach at Department of Campus Involvement -134.	Guidelines
	To pay vendor directly: Contact Department of Campus Involvement (AMC-134)	
	Office Manager lalaudenbach@stcloudstate.edu for further process. ***Note: This	
	process will need two weeks of time period. Some vendors may not accept this form of	
	payment. Plan accordingly***	
	Note: funded through a Free Balance Reserve Request	
Hotel (only for students, not	For reimbursement to an individual: If the individual is on campus you will need	
faculty/staff 2720)	their ID number.	
	• Complete Reimbursement Form/ 1400 form and attach an itemized receipt and	
	turn it in to Lori Laudenbach at Department of Campus Involvement -134.	
	If <b>off campus</b> then their Social Security number	<u>1400 Form</u>
	• Complete Reimbursement Form/ 1400 form and attach an itemized receipt and	
	turn it in to Lori Laudenbach at Department of Campus Involvement -134.	
	To pay vendor directly: Contact Department of Campus Involvement (AMC-134)	
	Office Manager <u>lalaudenbach@stcloudstate.edu</u> for further process. ***Note: This	
	process will need two weeks of time period. Some vendors may not accept this form of	
	payment. Plan accordingly***	

	Note: only funded through an <u>Equipment Reserve Request</u> .	
	For reimbursement to an individual: If the individual is on campus you will need	
	their ID number.	
	• Complete Reimbursement Form/ 1400 form and attach an itemized receipt and	
	turn it in to Lori Laudenbach at Department of Campus Involvement -134.	
	If <b>off campus</b> then their Social Security number	
Equipment (uniforms, etc.	• Complete Reimbursement Form/ 1400 form and attach an itemized receipt and	<u>1400 Form</u>
4000)	turn it in to LORI LAUDENBACH AT DEPARTMENT OF CAMPUS	
	INVOLVEMENT -134.	
	To pay vendor directly: Contact Department of Campus Involvement (AMC-134)	
	Office Manager <u>lalaudenbach@stcloudstate.edu</u> for further process. ***Note: This	
	process will need two weeks of time period. Some vendors may not accept this form of	
	payment. Plan accordingly***	
		Contact <u>Atwood</u>
		Memorial Center to
	Give account number to department renting the vehicle through to have them charge the	request 7 or 12
Vahiala Dantal (an ann a a)		passengers Van.
Vehicle Rental (on campus)	service to your account directly.	Contact Enterprise to
		request Vehicle.
		See Travel Policy