

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 studentorgsga@stcloudstate.edu or stop by Department of Campus Involvement (AMC-134). **

Supplies (3000)	<p>For reimbursement to an individual: If the individual is on campus you will need their ID number.</p> <ul style="list-style-type: none"> • Complete Reimbursement Form/ 1400 form and attach an itemized receipt and turn it in to Lori Laudenbach at Department of Campus Involvement -134. <p>If off campus then their Social Security number</p> <ul style="list-style-type: none"> • Complete Reimbursement Form/ 1400 form and attach an itemized receipt and turn it in to Lori Laudenbach at Department of Campus Involvement -134. <p>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***</p>	1400 Form
On Campus Printing/ Copies/ Laminating (1410 Printing Services, 1411 Copies Plus)	Give account number to Copies Plus or Printing Services to have them charge the amount for their services to your account directly.	
Off Campus Printing/ Copies/ Laminating (1870)	<p>For reimbursement to an individual: If the individual is on campus you will need their ID number.</p> <ul style="list-style-type: none"> • Complete Reimbursement Form/ 1400 form and attach an itemized receipt and turn it in to Lori Laudenbach at Department of Campus Involvement -134. <p>If off campus then their Social Security number</p> <ul style="list-style-type: none"> • Complete Reimbursement Form/ 1400 form and attach an itemized receipt and turn it in to Lori Laudenbach at Department of Campus Involvement -134. <p>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. Plan accordingly***</p>	1400 Form

<p>Conferences (only for students, not faculty/staff 1070)</p>	<p><i>Note: funded through a Free Balance Reserve Request</i></p> <p>For reimbursement to an individual: If the individual is on campus you will need their ID number.</p> <ul style="list-style-type: none"> • Complete Reimbursement Form/ 1400 form and attach an itemized receipt and turn it in to Lori Laudenbach at Department of Campus Involvement -134. <p>If off campus then their Social Security number</p> <ul style="list-style-type: none"> • Complete Reimbursement Form/ 1400 form and attach an itemized receipt and turn it in to Lori Laudenbach at Department of Campus Involvement -134. <p>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***</p>	<p>1400 Form</p> <p>Also See Travel Guidelines</p>
<p>Hotel (only for students, not faculty/staff 2720)</p>	<p><i>Note: funded through a Free Balance Reserve Request</i></p> <p>For reimbursement to an individual: If the individual is on campus you will need their ID number.</p> <ul style="list-style-type: none"> • Complete Reimbursement Form/ 1400 form and attach an itemized receipt and turn it in to Lori Laudenbach at Department of Campus Involvement -134. <p>If off campus then their Social Security number</p> <ul style="list-style-type: none"> • Complete Reimbursement Form/ 1400 form and attach an itemized receipt and turn it in to Lori Laudenbach at Department of Campus Involvement -134. <p>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***</p>	<p>1400 Form</p>

<p>Equipment (uniforms, etc. 4000)</p>	<p><i>Note: only funded through an Equipment Reserve Request.</i></p> <p>For reimbursement to an individual: If the individual is on campus you will need their ID number.</p> <ul style="list-style-type: none"> • Complete Reimbursement Form/ 1400 form and attach an itemized receipt and turn it in to Lori Laudenbach at Department of Campus Involvement -134. <p>If off campus then their Social Security number</p> <ul style="list-style-type: none"> • Complete Reimbursement Form/ 1400 form and attach an itemized receipt and turn it in to LORI LAUDENBACH AT DEPARTMENT OF CAMPUS INVOLVEMENT -134. <p>To pay vendor directly: Contact Department of Campus Involvement (AMC-134) Office Manager lalaudenbach@stcloudstate.edu for further process. <i>***Note: This process will need two weeks of time period. Some vendors may not accept this form of payment. Plan accordingly***</i></p>	<p>1400 Form</p>
<p>Vehicle Rental (on campus)</p>	<p>Give account number to department renting the vehicle through to have them charge the service to your account directly.</p>	<p>Contact Atwood Memorial Center to request 7 or 12 passengers Van. Contact Enterprise to request Vehicle. See Travel Policy</p>