



Fiscal Operations Guide

For NYU Wagner Student Groups

Student Activities



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Introduction

Fiscal operations are a key component in the functionality of student organizations. The purpose of this manual is to help provide clarity of systems and process at both NYU Wagner and the university as a whole. The Office of Student Activities (OSA) in conjunction with the Wagner Student Association (WSA) and their respective appropriations committee.

Remember, accountability and transparency are the two most important facets when discussing distribution of funds. It is necessary for all groups to have sound financial practices and be sure you have accounted for every dollar spent for each event throughout the semester. So be sure to track all your funds and get quotes, invoices and receipts for everything as applicable.

Below you will find information on best practices for all student organizations.

What to Know Before You Spend

Before you are authorized to spend on behalf of your organization, it is important that you are aware of all university and school policies regarding reimbursements.

The Finance Manager of an organization is the only person who may submit expense reimbursement forms to the WSA Treasurer. The organization's manager will submit reimbursements on behalf of any member of an organization.

Students may only be reimbursed for:

- Amounts up to \$100 per student, per event.
- Any expense or purchase exceeding \$100 must be discussed in advance with the Office of Student Activities (OSA), wagner.activities@nyu.edu.
- Only members of student groups can be reimbursed for student group related expenses.
- Honoraria MUST BE approved in advance of promising to a speaker or organization as it is only permitted on a limited basis annually.
- Non-U.S. citizens should not spend monies on behalf of student groups due to extensive home country income tax laws applicable to reimbursements.

Reimbursements and Invoices

All expenses associated with events should be accounted for and discussed previously with your Finance Manager to ensure you are within budget and University parameters for what can be compensated.

Student Expense Reimbursements

- Each organization must designate three members who are approved for reimbursement.

- Each student organization must provide their list of three approved students to OSA.
 - One of the three approved student MUST be the group's Finance Manager.
- Students requesting reimbursement must complete the Student Expense Reimbursement Form found on the NYU Comptroller's website (Please refer to Appendix A).
- All reimbursements must be accompanied by a valid receipt. A valid receipt, as defined by New York University Student Council Budget Manual, is:
 - Original receipts.
 - Receipt must have store name and address. Students may write this in if it is not pre-printed on the receipt.
 - Receipts must be itemized indicating what was purchased. Receipts that are not itemized cannot be processed.
 - Receipts should be neatly taped to an 8.5"x11" sheet(s) of white, unlined paper, and paper clipped to the back of the reimbursement form.
- For credit card or check reimbursements, the student payee must also include a copy of their credit card or bank statement with the valid original receipts and reimbursement form.
- Each student group Finance Manager will review forms for accuracy, validity of receipt/expense, and availability of funds.
- Then, the WSA Treasurer will review the forms and reconcile the expenses with each group's budget and the Contingency Fund Requests, and submit the completed forms to OSA for approval. OSA then will either:
 - Place in the student's mailbox and notify them via email. Students are given the original paperwork to take to the Bursar's Office, located at 24 West 4th Street, for a cash reimbursement; or
 - If over \$300.00, OSA submits them to NYU's Accounts Payable (AP) Office. Once submitted to AP, the payee can expect an email indicating that the reimbursement has been signed. The reimbursement MUST be issued as a check and will be a minimum of 30 - 60 days for processing.

Vendors: Processing Invoices and Payments

Similar to Student Reimbursements, all payments to vendors (including catering) should be quoted and negotiated in advance to secure that the event stays within budget.

- When planning an event please use pre-approved vendors if possible.
- For invoices up to \$999.99, a Business Payment Form may be submitted. The Business Payment Form found on the NYU Comptroller's website (Please refer to Appendix (insert)).
- Any charge over \$1000.00 MUST involve the Office of Student Activities in order to ensure a Purchase Order is issued and reimbursement of funds is speedy.
 - Purchase Orders are required to be submitted with a quote before the event occurs.
 - For vendors who are not already approved by NYU, this process can be length so please begin this as far in advance as possible and arrange an event meeting with OSA.
 - Once approved, the invoice can be issued day of the event and submitted by OSA to render payment through Account Payable.
- Most NYU internal vendors don't require payment, including the Kimmel Center and Top of the Square Catering. Instead, these vendors directly bill the proper NYU account number. In these cases, the proper account number is essential. If you are reserving space or ordering any services from Kimmel (Catering, AV), please be sure that the WSA Treasurer and OEA are copied in all correspondence.

Payment to Individuals

Similar to the processes for reimbursement of vendors or students, the Payment to Individuals is a return of funds for an individual who rendered services to the university. Speakers, lecturers and the like, are all persons who may need to use the Payment to Individuals Form for a reimbursement.

- PLEASE NOTE: Any person needing to complete a Payment to Individuals Form MUST submits their Social Security Number on the form to be paid. It is essential for tax purposes.
 - If the person is uncomfortable supplying that information to a student via email or phone please have them contact OEA for support.
 - Payment cannot be rendered per university policy without it.

Travel

The University may reimburse the travel expenses of students who are not NYU employees only when travel meets the criteria established in the [Business Expenses Policy](#) of the University.

Reimbursement for expenses incurred by students on approved travel are not reportable as income to the student, provided detailed receipts are provided along with documentation that establishes the business purpose of the expenses.

Expenses incurred by independent contractors and consultants may be reimbursed when travel itself is legitimate and authorized, when expenses are deemed permissible by the [Business Expenses Policy](#) of the University, and expenses are not part of the service/contract fees.

Speaker travel is not reimbursable unless explicitly approved by the Appropriations Committee.

Necessary for reimbursement are original receipts. When no original receipts are provided, the reimbursement will be reported on IRS Form 1099.

Appendix A : Student Reimbursement Form



NEW YORK UNIVERSITY STUDENT EXPENSE REIMBURSEMENT FORM

(LAST REVISED DEC 2009)

Form EXP2000S

For Accounts Payable Use Only

This form is to be used by NYU students only to request reimbursement for university business expenses. NYU will not process requests for expenses that are deemed nonpermissible/nonreimbursable by the University. For guidance, refer to the Business Expenses Policy and Expense Reimbursement Policy of the University (www.nyu.edu/financial.services/cdv/policies). If reimbursement is for travel, attach Form EXP2000T (reimbursement request for each trip must be submitted on a separate Form EXP2000T). If reimbursement is for meals during business meetings or events, attach Form EXP2000M. Otherwise, complete Box 11.

CASH REIMBURSEMENT:

Mark box if total expenses are \$300.00 or less and you want reimbursement in cash. For cash reimbursement, take the form to the Office of the Bursar. For location and office hours, please refer to the Office of the Bursar Website (www.nyu.edu/bursar/location.hours).

PAYEE INFORMATION

1. PAYEE'S FULL NAME (FIRST NAME, MIDDLE INITIAL, LAST NAME)		For Accounts Payable Use Only	
		VENDOR NUMBER:	
2. HOME ADDRESS		5. UNIVERSITY ID NUMBER: N _____	
3. ALTERNATE MAILING ADDRESS (IF APPLICABLE)			
4. DEPARTMENT TO BE CHARGED	6. CONTACT PERSON (IF OTHER THAN PAYEE) AND TEL. NUMBER		
Wagner Student Groups	Jamie L. O'Regan ext. 2-6511		

EXPENSE/ACCOUNT DETAILS

7. EXPENSE TYPE	8. AMOUNT	9. CHARTFIELD					TAX CODE
		ACCOUNT	FUND	ORG/DEPT	PROGRAM	PROJECT	
	\$	1 0	4 5	1 9	1		
		1 1	1 1	1 1	1 1		
		1 1	1 1	1 1	1 1		
		1 1	1 1	1 1	1 1		
		1 1	1 1	1 1	1 1		
		1 1	1 1	1 1	1 1		
TOTAL EXPENSES:	\$ 0.00						

10. TOTAL AMOUNT OF REIMBURSEMENT (IN WORDS)
11. DESCRIPTION AND BUSINESS PURPOSE OF EXPENSE/S

12. SIGNATURES/APPROVALS: I, the Payee, certify that the charges reported here are correct and that I am not claiming reimbursement from other sources for the same.

SIGNATURE OF PAYEE	EMAIL ADDRESS OF PAYEE	TEL. NUMBER	DATE
NAME OF APPROVER Jamie L. O'Regan	SIGNATURE OF APPROVER	TEL. NUMBER (212) 992-6511	DATE
SIGNATURE OF PAYEE TO PICK UP PETTY CASH (To be signed in the presence of the teller at time of pick-up.)			

For additional forms and instructions, see the Controller's Division Web site (www.nyu.edu/financial.services/cdv).

Clear Form

Appendix B: Business Payment Form



**NEW YORK UNIVERSITY
BUSINESS PAYMENT FORM**

(REVISED MARCH 2012)

Form BUS5000

For Accounts Payable Use Only

When a Purchase Order is not required, use this form to arrange for payment to a business entity with a Federal Tax I.D. number. (Refer to the Purchasing Web site www.nvu.edu/purchasing_services or the Controller's Division Web site www.nvu.edu/financial_services/cdv for further information.)

You must provide ALL NONRESIDENT PAYEES with a Tax Compliance Notification (for Payments via Accounts Payable) form. The Payee must then provide you with a completed Tax Compliance Notification form. Send the completed Tax Compliance Notification form, directly to the Nonresident Alien Tax Specialist. All non-U.S. Company/Entity payees will then be contacted by the NYU Tax Department to obtain additional tax forms via GLACIER, an online tax compliance system. More information can be obtained from the Controller's Division Website (www.nyu.edu/financial.services/cdv).

NOTE: Failure to complete information in GLACIER and/or to submit forms from GLACIER, if required, may result in maximum tax withholding.

PAYER INFORMATION

1. FULL BUSINESS NAME (INCLUDE INC., CORP., LTD., ETC.)		For Accounts Payable Use Only VENDOR NUMBER
2. ADDRESS		5. ENCLOSURE TO BE MAILED WITH CHECK (Extra copy of invoice must be attached.) <input type="checkbox"/> YES
3. FEDERAL TAX ID NUMBER	4. DEPARTMENT TO BE CHARGED	6. HOLD FOR PICK-UP? (For extra ordinary circumstances only. Print name and telephone number.) <input type="checkbox"/> YES
Wagner Student Groups		

EXPENSE/ACCOUNT DETAILS

11. **TOTAL AMOUNT REQUESTED** (IN WORDS)

12. **DESCRIBE FULLY THE NATURE OF THE PAYMENT** (Description will not appear on the check)

13. SIGNATURES/APPROVALS

CONTACT PERSON	CONTACT PERSON'S EMAIL ADDRESS	TEL. NUMBER	DATE
NAME OF APPROVER	SIGNATURE OF APPROVER	TEL. NUMBER	DATE

NYU Wagner Student Organization Codes

Organization Code - 45191; Fund - 10; Account Codes (see below)

NYU Wagner Student Organizations 2017-2018	Acronym	Program "M" code
Wagner Student Association	WSA	M5010
Alliance for Climate Change and the Environment	ACE	M8034
Association of Latin@s and Allies in Public Service	ALAS	M8022
Black Student Association	BSA	M8025
Education Policy Network	EPN	M8036
International Public Service Association	IPSA	M8026
Pan Asian Student Alliance	PASA	M8023
Social Innovation and Investment Alliance	SIIA	M8024
Stonewall Policy Alliance	SPA	M8028
Students for Criminal Justice Reform	SCJR	M8027
Student Network Exploring Arts and Culture	SNEAC	M8029
Urban Planning Student Association	UPSA	M8031
Wagner Consulting Group	WCG	M8032
Wagner Economics and Finance Association	WEFA	M8033
Wagner Food Policy Alliance	WFPA	M5010*
Wagner Health Network	WHN	M8037
Wagner International Student Society	WISS	M8038
Wagner Management and Leadership Organization	WMLO	M8039
Wagner Philanthropy	WP	M8042
Wagner Policy Alliance	WPA	M8043
Wagner Refugee Action Council	WagRac	M1150
Wagner Review		M8043
WagnerTech		M8041
Wagner Women's Caucus	WWC	M8045
WagVets		M8049

Appendix D: Frequently Used Account Codes

Advertising Costs	65100
Alcoholic Beverages	65183
Awards, Prizes & Gifts	65140
Books	63410
Campus Media Costs	63108
China & Glassware	63280
Cleaning Supplies	63295
Consulting Expense/ Professional Svcs	60455
Convention Registration	65170
Courier, Express Mail	63130
Cutlery, Utensils & Linen	63290
Dinner & Meeting Expense	65182
Duplicating & Printing	63109
Equipment Rental	64210
Honoraria	60120

Laundry & Dry Cleaning	63240
Membership Dues	65291
Music & Flowers	63296
Office Supplies	63110
Periodical Subscriptions	63420
Photo Bureau Requests	65115
Postage	63120
Repair of Equipment	64110
Small Personal Service Fees	60475
Space Rental	65310
Travel - Local (Taxi, Bus, Subway, etc.)	65550
Travel & Living, Domestic (Including Meals)	65510
Travel & Living, Foreign (Including Meals)	65520
Videos, Films	63440