

# Student Activities Office

## Guide to Student Group Financial Transactions

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Compiled by the Student Activities Office, with assistance of the Undergraduate Finance Board

This information is also available at <http://www.brown.edu/sao/finances>

Please check this website for any changes or updates. Policies and procedures are subject to change. Any significant changes will be posted in the SAO and communicated via e-mail to all financial signatories on file in the SAO.

Updated: 9/07/11

# Key Contact Information

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- **Student Activities Office**

**Location:** Stephen Robert '62 Campus Center, Room 230

**Phone:** (401) 863-2341

**Fax:** (401) 863-1155

- **Mailing address:** Box 1930  
Providence, RI 02912

- **Student Activities Office Financial Staff:**

Donna Hustler - Financial Assistant ([Donna\\_Hustler@brown.edu](mailto:Donna_Hustler@brown.edu))

Diane Chouinard - Manager, Student Activities Finances ([Diane\\_Chouinard@brown.edu](mailto:Diane_Chouinard@brown.edu))

# Financial Basics

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- ❑ Accounts open on the first day of classes in each semester and close on the last day of classes in each semester.
- ❑ Hours for conducting financial transactions in the SAO:  
9:00 AM to 4:30 PM, Monday – Friday
- ❑ All financial transactions of the organization must be conducted through the Student Activities Office (SAO). No separate bank account may be maintained.
- ❑ All UCS Category III groups automatically get an account in the SAO.
- ❑ Financial account balances are available via myGroups to assist signatories in managing and reviewing transactions and budgets.
- ❑ **Any violation of the policies and procedures that follow can result in your organization's account being frozen, making your funds inaccessible.**



# Financial Signatories

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- In agreeing to be a financial signatory, individuals are affirming that they are willing to hold their organizations to University financial policies and procedures, including those that follow.
- Financial signatories are required to ensure that their organization does not spend or exceed the amount allocated within their organization's account.



## **Financial Signatories are expected to review the following with their organization members:**

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- ❑ Expenses incurred by your organization should be reasonable and necessary in nature to support the mission of your group. Funds shall not be used for purposes that are personal in nature.
- ❑ Student group members **MUST** understand that they are personally liable to any vendor, on or off campus, for any expense incurred without approval.
- ❑ Only financial signatories can complete a financial transaction.
- ❑ The amount of time it takes to conduct various financial transactions varies – plan accordingly.
- ❑ The budgeting process for your group and how they can participate in the process. Let them know what the financial limitations of the group are so they can act accordingly. Keep them informed of communications from the SAO and the Undergraduate Finance Board (UFB), as appropriate.

# Budgets and Funding

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## Undergraduate Finance Board

- Every undergraduate pays a student activities fee as part of their annual tuition payment. This fee is used to fund student groups constituted by the Undergraduate Council of Students (UCS). The Undergraduate Finance Board (UFB) administers and oversees the funding process. UFB provides \$200 in baseline funds to all UCS Category II and III groups. Category III groups are eligible to request additional funding at any UFB meeting throughout the year; however, the majority of monies are distributed during the annual budget allocations process each April.
  
- All approved budgets are available to any student upon request from the UFB. If you have any questions or concerns about your budget, you should speak with your UFB representative. A list of representatives is available at <http://www.brown.edu/Students/UFB/ reps.php>. Groups can only access their budgets while classes are in session.
  
- Funds allocated to your group by UFB that are not spent by the end of each semester, are returned to UFB. The UFB funds cannot be carried over from year to year or semester to semester.

# Departmental Funding

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- Each year many student groups make funding requests from various University offices. Information is available on the SAO website about some of these departments and their funding guidelines.
- The amount and number of requests has been increasing. As a result, a few requests can outstrip the resources available. Having communicated with various offices regarding these requests, the SAO recommends that you review your group's portfolio of programs and events and ensure that you have within your own budget the strong majority of resources needed to support them. It is essential that you look carefully at the expenses of any projected program before committing yourselves to it in the hope of securing supplemental funding from University offices. If you have crafted a realistic budget and come with reasonable expectations, many offices may be willing to underwrite some of your expenses.
- Money from University departments requires an internal transfer from that department to the SAO. Please have the department call the SAO as soon as possible – not only for your account number but for the correct sub code to access our set of accounts. That will start the process; the SAO will need a verifying copy of their signed form and it will be posted to your account that day. If we do not receive one, it could take up to one month before it shows on your account.

# Late Night Fund

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- ❑ The Late Night Fund supports and encourages creative, new non-alcoholic social events on Friday and Saturday nights. The Late Night Funding Board enjoys collaborating with student groups to strengthen the array of non-alcoholic social opportunities available on campus to undergraduate students.
- ❑ All student organizations are welcome to apply. For a current list of student organizations, please visit myGroups. If you are not listed as an organization, please contact Katie Colleran in the Student Activities Office about your ability to apply for funding.
- ❑ The focus of this fund is to encourage creativity and new programming alternatives; however, groups looking for funding to enable an existing program to be open to and attract a broader segment of the student community may request funding.
- ❑ Late Night does not support fundraisers where there is a charge at the door to gain access. Groups may have a table on the side for donations to charity, but it may not be required for access to the event. Any charge for the event must go towards the funding required for the event, and any remaining funds after the event are returned to the Late Night Fund for allocation to future event

## **Event or Activity Requirements**

- ❑ Events must be open to all Brown students.
- ❑ Events or activities must be non-alcoholic social programming alternatives.
- ❑ Events must be held on a Friday or Saturday evening, preferably not ending until after midnight.
- ❑ Events should be held on campus, if possible. Off-campus events must provide transportation if it is not in walking distance; please include this in your proposal for funding.
- ❑ Event Coordinators must have an advisory meeting with a SAO staff member to develop an event management plan. The management plan will include how the sponsors will ensure that the event remains non-alcoholic.
- ❑ All events receiving funding must submit a post-event report to assist the board and future events in developing non-alcoholic programming alternatives at Brown. Any funding not used shall be returned to the funding board. All events receiving monies from this fund must coordinate their finances through the SAO.



# Alumni, Corporations, and Parents

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- Once all other funding opportunities have been exhausted, you may qualify to solicit funds from Alumni who were members of your student group, parents of current and former members, and select Corporations. Your fundraising efforts must be coordinated with the Student Activities Office and the Office of Advancement in order to ensure that all contact between the University and these important constituents reflect Brown's high quality and excellence. Please contact the Office of Advancement for more information.
- Fundraising from alumni and parents is restricted to January and February (application deadline is November 1), July (deadline May 1), and August (application deadline June 1). Guidelines and associated application are available on the SAO website.
- Student groups may contact corporations and foundations only with prior approval of the Office of Advancement. This does not include restaurants and other local merchants from whom in-kind gifts are sought (e.g., food for an event, a gift certificate as a raffle prize, etc.). An application must be completed. These solicitations are also guided by the general Advancement Guidelines; however, such solicitations are not restricted to specific times of the year and aspects of the guidelines specifically related to alumni or parent fundraising may not apply.



# Deposits, Donations, and Sales

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- All money raised by your organization must be brought to the SAO to be deposited. Monies from sources other than the UFB can be carried forward from year to year and are referred to as “raised funds”. Do not hold on to cash and checks for your organization, deposits should be made promptly. Checks must be payable to “Brown University” and the name of your organization must be noted on the check. We are unable to accept large amounts of coin so please convert the coins to bills prior to deposit.
- All donations must be recorded with the University as gifts. If you are depositing a donation, please indicate this when making the deposit. Brown is a non-profit organization. As such, donations are tax deductible to the donors. In order for any donations to your organization to be tax deductible, they must be recorded as gifts with the University. Soliciting donations from corporations, alumni and parents must follow appropriate protocols. Please refer to the “Alumni, Corporations, and Parents” section.
- Please note: The tax deductible amount of a contribution may be affected if a donor receives something in return for their contribution. (e.g., cd, tickets to a show). This information must be disclosed to the donor and the Internal Revenue Service. Please consult the Student Activities Office if you have any questions.

# Evening/weekend deposits

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## Procedure for depositing money during the evening and on weekends.

- ❑ Obtain a deposit bag and a deposit transmittal form from the SAO prior to the event.
- ❑ When collection of admission has ended, a representative from the group must count the cash and checks and fill out the deposit transmittal form.
- ❑ Place the completed deposit transmittal form in the deposit bag along with all the cash and checks that were collected at the event. The bag should then be sealed and the DPS officer on duty at the event should be notified that a safety transport is needed. If an officer is not present at the event, please call the Department of Public Safety at 863-3322 and request a safety transport.
- ❑ An officer will pick you up and transport you to the Brown Office Building where the drop box is located (inside lobby next to the staircase). The officer will stay with you while you put the deposit in the drop box and then the officer will bring you back to the event.
- ❑ The deposit will be counted and verified the next morning (or on Monday following a weekend event) by the Cash Management Office. The funds will be posted to the organization's account upon verification. Any discrepancies will be reported to the SAO and the person that completed the deposit transmittal form.

# Selling Items at Tables

(Lobby of J. Walter Wilson or elsewhere)

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**In early March 2008, there was an organized theft of a student organization cash box from the PO. While the perpetrators were arrested and the cash returned, we request that all groups adhere to the following:**

Any suspicious behavior or unnecessary loitering inside or around the PO should be reported IMMEDIATELY to the Dept. of Public Safety at 863-4111.

Keep your cash box in a location that is not easily accessible to swiping (i.e. on a chair behind the table, etc.).

Deposits must be made in the SAO at the end of each day of sales to limit the amount of cash in the box the next day. Your last volunteer will need to have a few minutes to stay in the SAO while a deposit is made.

If you anticipate collecting a significant amount of cash (i.e. over \$500), notify the SAO so DPS can be put on notice.

Do not sell at a location by any doorway.

Have more than 1 person at your table with one keeping their hands on the cash box at all times.

Make midday or multiple deposits. Please call the SAO for a pickup/escort at 863-2341.

In the event of theft, your ability to accurately report amount of sales is important. Please plan accordingly.

**Please note:** Organizations are not permitted to have independent credit card and/or PayPal accounts on their websites. Credit card donations to your organization can be accepted through the Office of Development website.



# Brown First

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The Brown First policy was implemented as a way to help the University retain funds that previously had been spent with external vendors. The policy will provide revenue to support the Plan for Academic Enrichment, including the hiring of new faculty members, need-blind admissions, improvements to the University's health care benefit, and tuition assistance programs, to name a few. Each year Brown Dining Services, Graphic Services and other auxiliary departments - which receive no general revenue from the University - contribute a significant portion of their annual earnings to Brown's operating budget. By using the University's own auxiliary departments for such services as catering, printing or copying, the auxiliary departments will be able to funnel more funds toward support of the Plan for Academic Enrichment. Under this policy, Brown Dining Services and Graphic Services will have the first opportunity to provide services to the Brown community. All print jobs \$500.00 or less are exempt from the Brown First policy and do not require prior approval from Graphic Services.

# Buying items

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- Three options are available for general purchases by student organizations (Purchase Order, Online using the SAO Pcard, or a Reimbursement). All expenses must adhere to University policy, including Brown First and items that may be restricted.
- When purchasing apparel, and in keeping with Brown's commitment to work with designated suppliers, we encourage you to select a vendor that is a participant of the Fair Labor Association (the Worker Rights Consortium is also a resource). A list of participating companies is available at <http://fairlabor.org/>. All Brown University marks, logos, and names have been trademarked with the U.S. Patent and Trademark Office. They are the legal property of the University. Only approved and appropriate use is permitted. This includes usage on websites, merchandise, uniforms, and brochures. Licensees are granted access and permission through Brown University and its licensing agency, the Licensing Resource Group (<http://software.trademarxonline.com/forms/LicensedManufacturerList.aspx>). On campus groups must get authorization and approval from the University. Please consult with the SAO.

## **Restricted Items**

- Discount club memberships such as Sam's and BJ's, animals, alcoholic beverages, prescription drugs and controlled substances, construction/renovation, radioactive material, gasoline (except as part of a rental car reimbursement), and weapons and ammunition.



# Purchase Orders

Primarily for purchasing items/materials and internal University services.

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## **When to Use a PO:**

A PO is obtained in advance when requesting services or purchases from University departments or agencies (i.e. Brown Dining Services, Graphic Services, Metcalf Copy Center, Brown Bookstore, etc.) or from outside vendors (generally limited to those on the Commonly Used Vendors list). The SAO is not responsible for bills submitted from either on or off campus vendors without such requisitions on file. A PO is the only way to purchase "Brown First" items (i.e. food and printing/copying over \$500).

## **Steps for Obtaining a PO:**

**Step 1:** Ensure vendor accepts Student Activities POs (these are different from University POs): To obtain a purchase order you must first make sure that the establishment you wish to use accepts purchase orders.

**Step 2:** Once you know the location accepts POs, obtain an accurate estimate of the cost of the item(s).

**Step 3:** Make sure you have enough money in your budget and in the appropriate line items (if applicable) to cover the expense. If not, you need to first obtain funding. Instructions on how to view your account balance on myGroups are available on the SAO website.

**Step 4:** Obtain a PO from the SAO. You will need to know the vendor name and as estimated amount of the expense. The amount that you request will be posted to your account and any difference between the requested amount and the actual expense will not be available until we receive the bill from the vendor. This could tie up your funds 4-6 weeks depending on the vendor's billing cycle. The PO must be co-signed by one of your organization's financial signatories and the SAO office.

**Step 5:** Deliver the PO to the vendor and make your purchase. The vendor will then bill Brown SAO using the PO. DO NOT lose your PO; a signed PO can be picked up and used by anyone and your organization will still be responsible for covering the expense from your budget. If you do not use a PO after it has been written, please return the PO to the SAO to be voided so that the funds can be returned to your account.



# Online Ordering

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- Financial signatories can purchase items on-line using the SAO purchasing card. Most items are acceptable for online purchasing, however, there are some restrictions associated with the card based on the type of vendor. There is a computer available in room 232 for online purchasing. The Financial Signatory should enter the order information and then a member of the SAO financial staff will enter the credit card information providing sufficient funding is available. A purchase order will be written for tracking and authorization purposes.



# Reimbursements

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Students may spend their own money and then request reimbursement. Reimbursements are for the purchase of tangible items only; **reimbursement for payment of a service is not allowed**. Financial signatories should ensure that they give prior approval to avoid someone spending money that is not available in the organization's account. Reimbursement checks may take up to ten (10) days from the date of submission. Original receipts must be provided in order to process a reimbursement. A signatory can not sign for their own reimbursement; the reimbursement will have to be approved by the second signatory for the organization. All reimbursement requests must adhere to University policy, including Brown First.

**Please note:** Gift certificates are treated as taxable income to the recipient. If the person is employed by the University, the value will be added to their income through the Payroll Office. If the recipient is not employed by the University, they will be required to submit a W-9 form with their name, home address, and social security number. There are non-taxable gifts that can be given in lieu of certificates which include items such as flowers, books, bookstore items, and other miscellaneous items.



# Paying for a Professional Service

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There are different forms and processes for paying for a service depending on the amount being paid, the type of service, and their affiliation with Brown. Please refer to the next slide for more information.

## **Important information**

Federal law requires all students employed on campus to complete an I-9 form within 3 business days from the date employment begins. Inform potential employees of this as early in the hiring process as possible.

Contracts or requests for payments usually take up to **10 business days** from the time we receive the completed documents- please plan accordingly.

In the case of nonresident aliens, the University is required to withhold taxes at the current rate of 30% (for federal taxes), plus applicable state tax, unless the nonresident is eligible for a tax exemption or reduction.

Changes made to a contract using an eraser or white-out are not allowed, and the SAO will not be able to process the contract.

If the individual or group has their own contract or agreement, do what you can to encourage them to accept the Brown Student Organization Contract or Guest Speaker Payment Authorization, if applicable. Any contracts other than these two Brown forms must be reviewed by the Office of the General Counsel, which can take up to an additional FOUR weeks.

Contracts for events on campus are NOT valid commitments on behalf of your organization unless they are countersigned by the SAO Director (without the SAO Director's signature, the contract is between the individual that signed the contract and the contractor). Please allow up to four weeks for review of anything other than Brown standard contracts, plus the standard ten (10) days to obtain a check. Otherwise, payment may not be available to the individual or company on the date of service.

# Payment type and forms required

Type of payment	Forms/Documents required for payment
Guest Speaker \$2,000 or less	<ul style="list-style-type: none"><li>➤ Guest Speaker form</li><li>➤ W-9</li></ul>
Guest Speaker greater than \$2,000	<ul style="list-style-type: none"><li>➤ SAO contract (preferred) or speaker's own contract</li><li>➤ W-9</li><li>➤ RI Independent Contractor verification -only if payment is to an individual using their social security number for payment. Allow for extra processing time if they are not already registered.</li></ul>
Payment for a performance or service	<ul style="list-style-type: none"><li>➤ SAO contract (preferred) or provider's own contract</li><li>➤ W-9</li><li>➤ RI Independent Contractor verification -only if payment is to an individual using their social security number for payment greater than \$2,000. Allow for extra processing time if they are not already registered.</li></ul>

# Payment type and forms required - continued

Type of payment	Forms/Documents required for payment
<p>Payment to a Brown student for a service-paid through payroll system</p> <p>Payment to a Brown employee for a performance, service, or speaking engagement-paid through payroll system</p>	<ul style="list-style-type: none"> <li>➤ I-9 – process to be completed in Human Resources. Additional documentation will be required to fill out the form (passport or both license and social security card). Additional information and a list of acceptable documentation can be found at <a href="http://www.brown.edu/Administration/Human_Resources/forms/I-9.pdf">http://www.brown.edu/Administration/Human_Resources/forms/I-9.pdf</a></li> <li>➤ Time sheet</li> </ul> <p><b>* Please consult SAO prior to hiring.</b></p>
<p>Payment to vendor for purchase of goods-PO should be taken out prior to purchase</p>	<ul style="list-style-type: none"> <li>➤ Invoice</li> <li>➤ W-9</li> </ul>
<p>Reimbursement</p>	<ul style="list-style-type: none"> <li>➤ Reimbursement form</li> <li>➤ Original receipts</li> </ul>
<p>Mileage Reimbursement</p>	<ul style="list-style-type: none"> <li>➤ Mileage reimbursement form</li> </ul>

# Travel

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## **Travel for Speakers and Students** (airfare, train, bus tickets, hotel)

Travel arrangements can be done on-line using the SAO credit card or the travel can be arranged and paid for by the traveler and then reimbursed .

## **Car Rental/Mileage**

Car rentals are available through Enterprise on Weybosset St in Providence. You must be 21 years in age. If you are under 25, Brown requires that you purchase the supplemental insurance offered by Enterprise. As long as adequate funding exists in your account, you can request reimbursement for the rental fee, tolls, and gasoline. Zipcar usage for student organization business may also be reimbursed.

If you will be driving a personal car, please note that reimbursement is based on mileage (includes all operating costs - gas, oil, towing, repairs and insurance). You need to come in to the SAO BEFORE your trip to fill out a Request for Mileage Reimbursement Form. You must bring your valid driver's license with you. After the trip, the number of miles is recorded and you will be reimbursed \$.555/mile (as of July 1, 2011).

## **Bus Rentals**

Please consult the SAO for a list of commonly used bus companies. Proof of liability insurance must be on file, which is the case for most of the commonly used bus companies. If you plan to use a company not on the list, plan IN ADVANCE! If you are planning a trip, the SAO provides a bus trip planning checklist.



# International Travel

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Any student traveling abroad on behalf of their student organization must notify the Student Activities Office in advance and register their trip information with the Office of International Programs via the following site:

<http://www.brown.edu/Administration/OIP/sojourn>

Please contact the Student Activities Office for instructions on registering.



# Food and Brown Dining Services

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Undergraduate student activities fee funds provided to groups by UFB may only be used for food if it is in the baseline funding line item (all category 2 and 3 organizations receive \$200 a semester in this line item) OR in the “other” line item and specified to be used for food. Any non-UFB funds you have may be used for food.

- **When using Brown Catering:** You must first get an estimate from Brown Dining Services (BDS), and with the estimate a Purchase Order (PO) can be obtained from the SAO. You must then bring the PO back to BDS.
- **When using Brown First:** If you are not going through BDS or the Faculty Club, the restaurant used must be on the Brown First approved vendors list. You need to get a PO from the SAO based on your estimated food needs. When you call the restaurant to order your food, you must inform them that you will be paying with a Brown University Student Activities PO, as they charge differently because of both Brown's tax-exempt status and special arrangements with BDS. Please note that when ordering pizza, you should not tip the vendor. Tip is included in the price.
- **When using another restaurant:** Under special circumstances (such as if your group wants a particular kind of ethnic food not offered on the Brown First list or has other specific needs - religious or otherwise) a group may be allowed to use a non-Brown First establishment. To use a non-Brown First establishment, you must first get approval by contacting BDS. If approved, BDS will contact the SAO so a PO can be written. You must go to the SAO to get the PO so payment can be processed.

Please note: The Brown First policy pertains to on campus and off campus events.



# Paying for Other Brown Services

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If your event requires support services such as Media Services, Fire Marshals, Department of Public Safety or Facilities Event Support, the paperwork must be completed at least 10 days prior to the event in order for the services to be provided. Your organization must register any event, party, or social with the SAO. Should you have to cancel your event for any reason, it is your responsibility to notify the SAO and each individual office that you have hired that the event is being cancelled! All POs should be returned to the SAO or your account will be charged.

## **Facilities Event Support (x3-7820)**

You should contact Event Support to let them know what you need for your event ( podium, tables, chairs, electrician, etc.) Event Support will send you an estimate by e-mail. You will need to let the SAO know that you have reviewed the estimate. The SAO will then submit an online service order to Facilities providing the funding is available in the group's account. Online service requests that are not submitted at least 10 days prior to the event will be subject to a rush processing fee.

## **Public Safety and Fire Marshals**

These services are ordered by the SAO on your behalf via the Event Registration Form. Please be aware of appropriate planning and registration deadlines. For Category III groups, these services are paid directly by UFB. Other groups will need to be sure they have adequate funding in their accounts.



# Media Services

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Category I, II and S groups are not covered by this agreement including any Category I or II groups whose status changes to Category III during the current academic year. This agreement includes use of equipment that Media Services has in supported spaces on the contiguous campus, including Salomon Center, as well as equipment signed-out at Media Services, when available. In addition, this agreement covers professional staff when required or deemed necessary by Media Services. This agreement does not cover overtime staff support. Overtime rates are applied after 6pm Monday-Friday and on weekends. Category III groups that require media services for multiple events held over a consecutive period of days and multiple events that transpire over the course of one day may incur a 10% or \$25 administrative processing fee, whichever is lower.

While your group does not provide funds out of its budget for the services, UFB has paid a flat fee out of the total pool of funds for this service. The service does come at a discount to UFB, but it is important to remember that the service does have a cost. Unnecessary or excessive use is strongly discouraged as it will have the effect of increasing the cost to UFB the following year (decreasing the amount of available funds to distribute to other student group funding requests!).

All requests for equipment and support must be submitted via the MTS online request form.

# Media Services - continued

<b>Media Services agreement includes:</b>	<b>Media Services agreement DOES NOT include:</b>
Set-up and/or delivery in classrooms and auditoriums.	Requests made with less than (10) calendar-days will not be honored under this agreement. Requesting group will be responsible for the cost of equipment rental and staff support. The Chair of UFB or their designee will need to be contacted to approve any late requests which will be billed at current campus rates.
Preplanning and consultation for event organizers.	Requests received within (3) business days of the event will be subject to a \$150 rush-processing fee in addition to the full costs of the services and equipment.
Support staff for events (Salomon 101 events are required to be staffed by MTS).	Groups that charge an admission fee or require a donation for entrance to their events.
Portable equipment (including camcorders & tripods), available on a first-come, first-served basis.	Lost or damaged MTS equipment will be the financial responsibility of UFB.
	Late fees will be applied to any equipment that is not returned on time at a rate of \$1.00 per hour, per item. Payment will be due immediately upon return of equipment.
<b>Please note:</b>	Overtime staff support. Overtime rates are applied after 6pm Monday-Friday and on weekends.
(10) calendar-days advance notice for support staff and equipment use — No exceptions.	Consumable items such as audio and videotapes, are not included in the flat fee.
Cancellations of events made with less than 24-hours will be billed in full.	Audio and video duplication services and file/format conversion services.
	Video and audio recording services.



# Vendor Insurance Requirements

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If you are renting equipment (such as carnival games) or an off-campus facility, and/or will be working with a contract provided by the vendor, Brown will require that the vendor provide proof of Commercial General Liability Insurance coverage in an amount not less than \$1,000,000 combined single limit, per occurrence, and \$1,000,000 annual aggregate. Vendors that have done business with Brown within the past year will often already have proof of insurance on file. In your initial discussions with the vendor, ask if they can provide a certificate of Commercial General Liability Insurance coverage naming Brown University as additional insured along with their contract and/or invoice. Please be sure they know that the certificate needs to indicate that the vendor will provide a 30-day notice of cancellation or non-renewal of coverage to the University. The Office of Insurance and Risk has additional information on amounts of insurance coverage generally required by Brown.



# Financial Signatory Registration

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- 1) Update Financial Signatories in myGroups
- 2) To complete this training and register as a Financial Signatory, please click on the link below

[Financial Signatory Form](#)