2014/2015

Guide to Student Group
Financial Transactions
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1. INTRODUCTION

The Guide to Financial Transactions was compiled by the Student Activities Office (SAO), with assistance from the Undergraduate Finance Board (UFB), to help you gain an understanding of how to complete financial transactions for your organization. Any changes to the current policies and procedures will be communicated via e-mail to all Financial Signatories on file in the SAO.

All financial transactions for your organization must be conducted through the SAO. No separate bank account may be maintained. Any violation of the policies and procedures that follow can result in your organization’s account being frozen, making your funds inaccessible.

Contact Information:

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)
Diane Chouinard - Manager, Student Activities Finances (Diane_Chouinard@brown.edu)

2. IMPORTANT CHANGES BEGINNING 2014/2015

Meals & Hospitality Forms

A Meals & Hospitality Form will be required for all food purchases. The following event information is required by IRS regulations: Date and Time, Name of Place, Location, Dollar Amount, Number of Participants, Names of Participants (*see note below), and Business Purpose.

* For large functions, describe the invited group in general terms and attach the invitation list and program description if applicable.

Travel

Brown’s policy does not allow anyone to pay for travel expenses for someone else and get reimbursed. The SAO has an American Express card that can be used to purchase travel for student group travel or guests of Brown, otherwise, individuals will have to pay for their own travel expenses and submit a reimbursement form with original receipts after travel is completed.

Travelers must purchase non-refundable, coach class airline tickets unless the trip meets the requirements for business class. Business Class airfare is permissible only when the destination is four or more time zones away, or more than eight hours direct flight time. First Class Tickets are not permissible unless prior written approval is received from the President, provost, or Executive Vice President of Finance and Administration.

3. YOUR ROLE AS A FINANCIAL SIGNATORY

In agreeing to be a Financial Signatory, individuals are affirming that they are willing to hold their organization to University financial policies and procedures, including those that follow.

Financial Signatories are responsible for ensuring 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:

- 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.

4. FUNDING

4.1 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.

- 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.

4.2 DEPARTMENTAL FUNDING

- Each year many student groups make funding requests from various University offices. Information is available on the SAO website about some of the 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 of funds from the department to the SAO. Please have the department call the SAO as soon as possible for your account information.
4.3 FUNDRAISING - ALUMNI, CORPORATIONS AND PARENTS

- 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.

5. DEPOSITS

5.1 SALES

- 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/or checks for your organization, deposits should be made promptly. Checks should be made payable to “Brown University” and the name of your organization should be noted on the check. We are unable to accept large amounts of coin so please convert the coins to bills prior to deposit.

5.2 DONATIONS

- 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 Fundraising section 4.3.

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.

5.3 EVENING/WEEKEND DEPOSITS

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.

6. PURCHASING ITEMS

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.

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.

6.1 PURCHASE ORDERS

Primarily for purchasing items/materials and internal University services.

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. Please note: A Meals & Hospitality form will be required for all food purchases.
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.

6.2 ONLINE

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 that can be used for online purchases. 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.

6.3 REIMBURSEMENTS

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. If the student is set up in Workday with direct deposit due to employment at Brown, then the reimbursement will be processed as payment by direct deposit to their bank account. Original receipts must be provided in order to process a reimbursement. A signatory is not allowed to 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. A Meals & Hospitality form must be attached to a reimbursement that includes food.

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.

7. PAYMENT FOR PROFESSIONAL SERVICES & PURCHASE OF GOODS

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 chart below.

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.

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.

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. Please allow up to four weeks for review of anything other than the Brown standard contracts. 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 note: Before any payments can be processed, the vendor or individual must complete the Supplier & Individual Payee Registration Process via the Purchasing website:  
http://www.brown.edu/about/administration/purchasing/vendors/supplier-and-individual-payee-registration

### 7.1 PAYMENT CHART

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<tr>
<th>TYPE OF PAYMENT</th>
<th>REQUIRED FOR PAYMENT</th>
</tr>
</thead>
</table>
| Guest Speaker $5,000 or less                         | - Guest Speaker form  
- Completed the Supplier and Individual Payee Registration process |
| Guest Speaker greater than $5,000                    | - SAO contract (preferred) or speaker’s own contract  
- Completed the Supplier and Individual Payee Registration process  
- 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 |
| Payment for a performance or service                 | - SAO contract (preferred) or speaker’s own contract  
- Completed the Supplier and Individual Payee Registration process  
- 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 |
| Payment to a Brown student for a hourly position     | - I-9 – process to be completed in Human Resources. Additional documentation will be required to complete the form (passport or both license and social security card). Additional information and a list of acceptable documentation can be found here:  
http://www.brown.edu/about/administration/human-resources/forms |
| Payment to a Brown student for a service (eg. DJ, band, etc.) | - SAO contract  
- Completed the Supplier and Individual Payee Registration process |
| Payment to a Brown employee for a service or speaking engagement | - Please consult SAO prior to hiring |
| Payment to a vendor for purchase of goods-PO should be taken out prior to purchase | - Invoice  
- Completed the Supplier and Individual Payee Registration process |
| Reimbursement                                         | - Reimbursement Form  
- Original Receipts  
- Meals & Hospitality Form (food purchases) |
| Mileage reimbursement                                 | - Mileage Reimbursement Form |

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7.2 VENDOR INSURANCE REQUIREMENTS

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.

http://brown.edu/about/administration/policies/node/264

7.3 FOREIGN NATIONALS

<table>
<thead>
<tr>
<th>TYPE OF PAYMENT</th>
<th>TAX TREATY ELIGIBILITY</th>
<th>REQUIRED FORMS, DOCUMENTS AND REGISTRATION</th>
<th>TAX</th>
</tr>
</thead>
</table>
| INDEPENDENT CONTRACTOR/HONORARIA | With SS Card/ITIN Country of residence does not have a tax treaty with the U.S. (No tax treaty benefit) | ➢ Foreign National Data Collection Form  
➢ Student Activities Contract  
➢ W-8-Ben  
➢ Copy of I-94 (Arrival/Departure Record) OR copy of WB, WT passport stamp.  
➢ Copy of unexpired visa  
➢ Copy of I-797 (performing artist)  
➢ Copy of I-20 (if F1 student)  
➢ Copy of DS 2019 (if J1 student or non-student)  
➢ Completed the Supplier and Individual Payee Registration process | 30% Federal 5.99% State |
| INDEPENDENT CONTRACTOR/HONORARIA | With SS card/ITIN Country of residence has a tax treaty with the U.S. (tax treaty benefit is available). | ➢ Foreign National Data Collection Form  
➢ Student Activities Contract  
➢ W-8-Ben  
➢ Copy of I-94 (Arrival/Departure Record) OR copy of WB, WT passport stamp.  
➢ Copy of unexpired visa  
➢ Copy of SS card or ITIN  
➢ Form 8233  
➢ Copy of I-797 (performing artist)  
➢ Copy of I-20 (if F1 student)  
➢ Copy of DS 2019 (if J1 student or non-student) | Exempt from Federal and State tax withholding |
<table>
<thead>
<tr>
<th>TYPE OF PAYMENT</th>
<th>TAX TREATY ELIGIBILITY</th>
<th>REQUIRED FORMS, DOCUMENTS AND REGISTRATION</th>
<th>TAX</th>
</tr>
</thead>
</table>
| INDEPENDENT CONTRACTOR/HONORARIA | No SS card/ITIN Not Eligible for Tax Treaty | ➢ Foreign National Data Collection Form  
➢ Student Activities Contract  
➢ W-8-Ben  
➢ Copy of I-94 (Arrival/Departure Record) OR copy of WB, WT passport stamp.  
➢ Copy of unexpired visa  
➢ Copy of I-797 (performing artist)  
➢ Copy of I-20 (if F1 student)  
➢ Copy of DS 2019 (if J1 student or non-student)  
➢ Completed the Supplier and Individual Payee Registration process | 30% Federal  
5.99% State |

8. PAYMENT FOR OTHER BROWN SERVICES

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.

8.1 FACILITIES MANAGEMENT-EVENT SUPPORT

An Event and Conference Services Facilities Estimate should be submitted at least three weeks prior to the event. To initiate the process, please complete the estimate and email it to eventsupport@brown.edu. Staff from Event Support will work with you to update and finalize your estimate. Once your estimate is ready to be submitted as a finalized request, please have a financial signatory for your group visit the Student Activities Office to approve the expense. Online service requests that are not submitted at least 10 days prior to the event will be subject to a rush processing fee.

8.2 MEDIA SERVICES

Media Services has moved to a fee structure where MTS is not charging for the use of equipment as long as student groups make their requests 10 calendar days in advance. Staff support and delivery charges still apply. **Requests received with less than 10 calendar days will be assessed a $150 rush processing fee.** This means with a timely online reservation, a student group can reserve (University Scheduling & MTS) any supported space (with the exception of Salomon 101) with installed equipment for free. If your group needs MTS staff support, you will be charged an hourly rate). Please keep in mind that most events that take place in Salomon 001 + 101 are required to have MTS staff present. Student groups requesting delivery of portable gear will be charged $50. The Media Services Request Form and detailed information about fees can be found on the [Media Services](#) webpage.

8.3 PUBLIC SAFETY AND FIRE MARSHALL

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 student groups, these services are paid for directly by UFB. Other groups will need to be sure they have adequate funding in their accounts to cover the required services.
9. TRAVEL

9.1 TRAVEL FOR VISITORS AND STUDENTS

Travel arrangements can be done on-line using the SAO credit card or the travel can be arranged and paid for by the individual and then reimbursed. Brown’s policy does not allow anyone to pay for travel expenses for someone else and get reimbursed. If a visitor submits receipts for reimbursement and is also receiving an honorarium, they must complete the Supplier and Individual Payee Registration process before payment can be processed.

9.2 CAR RENTAL

Car rentals are available through Enterprise on 1 Sabin St in Providence. You must be 21 years of age to rent a vehicle. 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.

9.3 MILEAGE REIMBURSEMENT

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). Mileage reimbursement rates are based on the Federal government’s prevailing rate per mile.

9.4 BUS CHARTERS

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. A Release and Waiver/Assumption of Risk form will need to be signed by all participants on the trip. The SAO will need the trip details at least 3-4 weeks in advance in order to have the R & W created by the Office of General Counsel.

10. FOOD

10.1 BROWN CATERING

Contact Brown Catering to discuss your event and menu options. Once you have decided on the menu and have an estimate from Catering, then you can obtain a Purchase Order from the SAO. We will then fax over the PO to Catering with your account information.

10.2 BROWN FIRST

If you are not going through BDS or the Faculty Club, the restaurant that is providing the food must be on the Brown First approved vendor 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.

The Brown First policy was implemented as a way to help the University retain funds that previously had been spent with external vendors. 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. 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.
10.3 USE OF VENDORS NOT ON BROWN FIRST APPROVED LIST

Under special circumstances (such as if your group wants a particular kind of ethnic food not offered by the Brown First vendors 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 Brown Catering. If approved, Brown Catering 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.

10.4 MEALS & HOSPITALITY FORMS

A Meals & Hospitality Form will be required for all food purchases. The following event information is required by IRS regulations - Date and Time, Name of Place, Location, Dollar Amount, Number of Participants, Names of Participants (*see note below), and Business Purpose.

* For large functions, describe the invited group in general terms and attach the invitation list and program description if applicable.

FINANCIAL SIGNATORY REGISTRATION

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

Financial Signatory Registration