STUDENT ORGANIZATIONS HOW-TO GUIDE

In order to make a purchase for your Organization, the following MUST be completed:

- The Organizational DukeGroups page must be registered with your current President and Treasurer.
  - The President and Treasurer must complete the mandatory Student Organization Online Training and pass the quiz at the end of the video.
- Each Undergraduate Student Organization has the option to elect a SOFC Authorized Spender/s. A SOFC Authorized Spender is useful if you have Event Planners who need to make several purchases when your President and Treasurer are not available.
  - A SOFC Authorized Spender must:
    - Be a student (Not an Advisor, Faculty or Staff)
    - Have their title updated in DukeGroups
    - Complete the mandatory Student Organization Online Training and pass the quiz at the end of the video
  - At this time, Graduate Student Organizations do not have the option to elect SOFC Authorized Spenders.
- Steps to turn on DukeGroups Notifications
  - Log into DukeGroups
  - Click your name at the top right
  - Click on Settings in the drop-down menu
  - Click on Notifications
  - Under “Form Submission Wall Posts”, click “System Inbox and Email”
  - Click on Save at the bottom of the page
- Your Organization should not have an off-campus bank account. Duke University can have these accounts closed.
- Funds that your Organization collects throughout the year can be deposited into your FundCode. For more details, click the Deposit quick link below.
- Your Organization is responsible for tracking all deposits and expenses that post to your FundCode. Below is a transaction log that will assist you.
  - Transaction Log
- Your President and Treasurer can request a copy of all posted transactions at any time. Please keep in mind that transactions will not post on the same day and it can take up to 10 weeks before certain transactions post.
- The UCAE Business & Finance Office does not allow any purchases for vendors/items on the Prohibited List.
P-card (Credit Card Purchase)

The UCAE Business & Finance Office staff have Duke corporate credit cards (P-card) that Student Organizations have access to use. P-cards are used for purchases such as ordering food from a restaurant or making purchases through Amazon.

- P-cards will remain in the UCAE Business & Finance Office.
  - Purchases must be made online or over-the-phone.
- Receipts must be turned in within 2 business days of purchase.
  - If the receipt is not turned in on time, your FundCode will be suspended (NO transactions will be processed until the receipt is turned in).
- If purchasing items through Amazon:
  - Your order must run through the UCAE Business & Finance Office Amazon Account.
    - WE HAVE AMAZON PRIME and can save on shipping time and cost.
  - Be sure to email or have all the links to all your items saved to make the purchasing process quicker.
- Due to compliance issues, the P-card cannot be used with vendors on the Restricted List.
  - You can still seek reimbursement or request a cash advance to make purchases with the vendors on this list.
- Payments to individuals and vendors that require a contract must be in the form of a check.
- We do not allow any purchases for vendors/items on the Prohibited List.

Steps to Request the P-card

- Submit a P-card Request through DukeGroups
  - Step-by-Step Instructions on How to Submit a P-card Request
- The UCAE Business & Finance Office will review your submission and comment on the request either asking for additional information or approving the purchase.
  - Upon receiving approval, please visit the UCAE Business & Finance Office to complete the purchase.

Reimbursement

You can be reimbursed when you use your own personal funds for approved Student Organizational expenses.

- Your reimbursement must be turned in within 14 days of the event date.
  - If the expense is not associated with an event, your reimbursement must be turned in within 14 days of the receipt date.
- The reimbursement must be for the student who made the purchase.
- The student who made the purchase must fill out the appropriate reimbursement form.
  - Travel Reimbursement Form – Use this form to be reimbursed for an overnight trip or mileage.
- For mileage or gas reimbursements, a Google Maps or MapQuest map showing miles traveled must be attached to the reimbursement form.
  - Miscellaneous Reimbursement Form – Use this form to be reimbursed for all other approved expenses.
- These forms cannot be used to reimburse Faculty, Staff or off-campus accounts.
  - Faculty and Staff must seek reimbursement through their department. See the transfer section about moving funds to a departmental code.
  - Purchases made with off-campus account funds will not be reimbursed.
- All original itemized receipts showing proof of payment must be stapled to the form.
- Turn in your form with original receipts to the reimbursement box located outside of the UCAE Business & Finance Office (0004 Bryan Center).
- We suggest that you copy your form and receipts for your records.
- The person being reimbursed should sign the paper form before it is turned in along with the President, Treasurer or SOFC Authorized Spender.
  - If you are unable to get it signed before the 14 day deadline, your President, Treasurer or SOFC Authorized Spender will need to stop by the UCAE Business & Finance Office to sign the form.
- We do not allow any purchases for vendors/items on the Prohibited List.

Steps to Request a Reimbursement

- Miscellaneous or Travel Reimbursement Form is filled out, signed and turned in with original receipts attached to the reimbursement box outside of the UCAE Business & Finance Office within two weeks of your event date (or receipt date if not associated with a specific event).
  - If there are any issues with your paperwork, you will be contacted via your Duke email address.
- Once your paperwork is reviewed and approved by the UCAE Business & Finance Office, it will be submitted to Employee Travel & Reimbursement (ET&R) for final processing and check cutting.
  - Once it’s sent to ET&R, it will take a minimum of 4-6 weeks to receive payment.
- The checks will be returned to the UCAE Business & Finance Office and you will receive an email when yours is ready for pickup.
  - If you have not picked up your check within 6 months, your check will be voided and not reissued.

Cash Advance

A Cash Advance can be used when a vendor is unable to accept credit cards, checks or is on the Restricted List.

- You cannot use a cash advance to pay individuals or vendors that require a contract.
- A hold will be placed on your bursar account when you pick up the cash from the Cashier’s Office.
Your bursar account will not be cleared until you submit original receipts.

- These need to be placed in the cash advance box outside of the UCAE Business & Finance Office. For more details, see Steps to Clear a Cash Advance.

- These receipts must show cash payments.
  - If these receipts show CREDIT CARD payments, they will not be cleared from your bursar account.

- The cash must remain in your possession and not passed to other students.
- We do not allow any purchases for vendors/items on the Prohibited List.

Steps to Request a Cash Advance

- Submit a Cash Advance Request through DukeGroups
  - Step-by-Step Instructions on How to Submit a Cash Advance Request

- The UCAE Business & Finance Office will review your submission and comment on the request informing you whether or not the cash advance can be picked up.

- Once approved, you will go to the Cashier’s Office located at:
  - Smith Warehouse Bay 8, Room B-103
  - 114 South Buchanan Boulevard
  - Durham, NC 27701
  - Hours: Monday – Friday
    - 8:00am to 4:00pm

Steps to Clear a Cash Advance

- Fill out the Cash Advance Receipt Form.
- Attach all original itemized receipts showing CASH payment.
- Place your form in the cash advance box located outside of the UCAE Business & Finance Office.
- Any unused funds from your cash advance should be returned directly to the Cashier’s Office.
- Once your paperwork is reviewed and approved by the UCAE Business & Finance Office, it will be submitted to Employee Travel & Reimbursement (ET&R) for final processing.
- Once it’s sent to ET&R, it will take a minimum of 4-6 weeks to clear your bursar account.
  - Because of this, graduating seniors are not advised to take out cash advances in the last two months before they graduate.

Check Request

A Check Request is used for payments on many types of services such as speakers, performing artists and contracts.

Invoices

- The following forms must be completed and turned in with a final invoice (NOT a quote/proposal):
Contracts

- Contracts CANNOT be signed by students.
- Contracts are to be placed in the contract drop-off box located in The Source (036 Bryan Center UCAE Suite).
- Contracts must be turned in at least 3 weeks prior to your event date.
  - Turn your contracts in earlier if possible.
- Items needed for Contracts:
  - Non-student Contracts:
    - Contract Coversheet
    - Contract
    - W-9 (current version)
    - Independent Contractor Checklist (when paying an individual)
    - Check Request through DukeGroups (only necessary if Coversheet is not signed by the President, Treasurer or SOFC Authorized Spender)
      - Steps to submit the Check Request
  - Student Contracts:
    - Contract Coversheet
    - Student Entertainment Agreement
      - Student Entertainers must be added to the Duke University payroll at least 3 weeks prior to the event in order to receive a timely payment.
    - Check Request through DukeGroups (only necessary if Coversheet is not signed by the President, Treasurer or SOFC Authorized Spender)
      - Steps to submit the Check Request

Off-Campus Individual Reimbursement

- This is used to reimburse anyone who is not a current Duke student, faculty, or staff member.
  - Examples: Guest speaker’s hotel stay, performing artist’s taxi from the airport, etc.
- Items needed for Reimbursement:
  - Check Request through DukeGroups
    - Steps to submit the Check Request
  - Copies of the receipts that need to be reimbursed

Donations

- University allocations (Cultural Engagement Fund, Wetherby Fund, SOFC, DSG, Departmental, etc.) cannot be donated to any charitable organization.
• Donations can only be made with funds raised by your Organization or donated by individuals.
• Required information:
  o Letter on your Organization’s letterhead stating:
    ▪ The philanthropy you are donating to
    ▪ The amount of the donation
    ▪ How the money was raised
    ▪ The mailing address of the philanthropy receiving the donation
    ▪ The tax ID of the receiving philanthropy
  o Submit a Check Request through DukeGroups

Steps to Request a Check

• Submit a Check Request through DukeGroups.
  o Step-by-Step Instructions on How to Submit a Check Request
• The UCAE Business & Finance Office will review your submission and comment on the request either asking for additional information or approving the purchase.
• Be sure to drop off all the required forms in the contract drop-off box located in The Source (036 Bryan Center UCAE Suite).

Transfer

Transfers are used to move funds between Student Organizations and departments.

All transfers must be initiated by the UCAE Business & Finance Office.

• Transfer between Student Organizations
  o Your President, Treasurer or SOFC Authorized Spender who is requesting a transfer must submit a Transfer Request through DukeGroups.
  ▪ Step-by-Step Instructions on How to Submit a Transfer Request
• Transfer to Department
  o Your President, Treasurer or SOFC Authorized Spender who is requesting a transfer must fill out and sign the Transfer Request through DukeGroups.
  ▪ Step-by-Step Instructions on How to Submit a Transfer Request
  o All itemized receipts for the expenses that your Organization is reimbursing the department for can be uploaded to the request.
  ▪ Lump sums of money cannot be transferred to a department without an expense to back up the amount being transferred.
  ▪ The expense must be posted to the departmental code before the transfer will be completed.
• Transfer from Department to Student Organization
  o The department representative must email the UCAE Business & Finance Office at UCAEFinance@duke.edu to request that a transfer be made to your Organization.
  o The department must provide:
Deposit

The UCAE Business & Finance Office can deposit cash and checks that your Student Organization collects into your FundCode.

- Bring cash and checks to the UCAE Business & Finance Office.
  - Checks should be made out to Duke University.
- Donations to your Organization are not tax deductible and you are responsible for informing the donor about this prior to accepting a donation.
  - Donations exceeding $999 must be pre-approved by UCAE Director of Student Involvement before the donation can be accepted.
  - Donations exceeding $2,999 must be pre-approved by the UCAE Director of Student Involvement and the Office of University Development before the donation can be accepted.
- Some deposits will be subject to North Carolina sales tax and this will reduce your total deposit.
  - Examples of taxable transactions are the sales of T-shirts, baked goods, ice cream, event ticket/admission, etc.

Prizes and Gifts

- The Prize Winner Form must be used for all prizes and gifts given to students, guests and artists.
  - Gifts cannot be given to Duke Faculty and Staff.
- Prizes and gifts must be approved prior to purchase. They cannot be purchased by Cash Advance or Reimbursement. Instead, they must be purchased by P-card.
- The UCAE Business & Finance Office must have the completed Prize Winner Form at the time of purchase.