SSE Capital Group Financial Officer Manual 2013-2014

This manual is a guide for financial officers serving for voluntary student organizations (VSOs) as member bodies of the Associated Students of Stanford University.

This manual covers both funding and banking within the SSE system, including applying for funding and using banking services.

Last updated: August 20, 2013

Contact Page

Funding

For funding meetings and questions about policies, contact the funding chairs of the Undergraduate Senate or Graduate Student Council

Undergraduate Senate: Nancy Pham phamn@stanford.edu
Graduate Student Council: Wendy Ni stanfordgscfunding@gmail.com

For questions about fund transfers, budget modifications and general funding questions

Funding Coordinator: Alex Kindel capgroup-fc@sse.stanford.edu

Banking

For general banking questions, please contact one of our banking associates at banking@sse.stanford.edu

For questions about banking workshops

Bank Managers: Neil Luu and Charlie Madden capgroup-bm@sse.stanford.edu

E-commerce and Eventbrite

Accept credit cards for your events online with Eventbrite – ask me how.

Eventbrite Manager: Stephen Trusheim eventbrite-manager@sse.stanford.edu

General Capital Group

For general questions about SSE Capital Group and myGroups2

CapGroup Director: Kelechi Erondu capgroup-director@sse.stanford.edu

SAL

For general questions about OrgSync and group registration (who is registered as financial officer/president etc.)

SAL Front Desk 650-723-2733
SAL Associate Director: Ankita Rakhe arakhe@stanford.edu
SAL Associate Director: Snehal Naik svnaik@stanford.edu

SSE Capital Group General Information

HOURS:
Monday-Friday, 9:00AM-5:00PM

WEBSITE:
capitalgroup (or capgroup, mygroups2, banking, or funding).stanford.edu

OFFICE:

Address: 520 Lasuen Mall
Old Union First Floor Room 103
Stanford, CA 94305

ID Mail: SSE Capital Group
MC: 3070

General Phone: (650) 375-2479 **Fax:** (650) 352-2244

MANAGERIAL STAFF:

Kelechi Erondu *(Director)*
kuerondu@sse.stanford.edu
Alex Kindel *(Funding Coordinator)*
atkindel@sse.stanford.edu
Neil Luu *(Bank Manager)*
nnluu@sse.stanford.edu
Charlie Madden *(Bank Manager)*
cmadden@sse.stanford.edu
Mark Phillips *(Accounting Manager)*
markp5@sse.stanford.edu

FULL-TIME ACCOUNTING STAFF:

Susan Benton
sbenton@sse.stanford.edu
Brian Joe
bjoe@sse.stanford.edu
Heather Kirton
hkirton@sse.stanford.edu
O'Neal Patrick
opatrick@sse.stanford.edu

Why Student Groups Bank with SSE Capital Group

All student organizations that are registered with the Student Activities and Leadership are required to conduct their financial activities with SSE Capital Group.

Why should my student organization register with the Student Activities and Leadership?
Registered student organizations receive the following privileges:

- Use of the Stanford name and logos
- Use of University facilities
- Audiovisual and technical services
- A listing in the Stanford Directory
- University web space
- University insurance
- Access to University and ASSU funding
- Ability to hold benefit fundraisers (limited to one per year)
- Advice and consultation from the SAL, the ASSU and many other University departments and programs
- The ability to publicize on Events at Stanford
- Complimentary financial services provided by SSE Capital Group

Why are registered student organizations required to conduct their financial activities with SSE Capital Group?

- ASSU/SSE is a 501(c)(3), charitable organization
    - With 501(c)(3) status, ASSU/SSE is tax-exempt and eligible to receive tax-deductible contributions
- In the case of an IRS audit, ASSU/SSE must be able to prove that none of its earnings go to private shareholders or individuals, or else it risks losing its 501(c)(3) status
    - SSE Capital Group ensures that ASS/SSE maintains its 501(c)(3) status by keeping detailed accounting records for ASSU/SSE and its member organizations—hence the requirement that registered student organizations conduct their financial activities with SSE Capital Group
- ASSU/SSE must also properly account for student fee money in order to be in compliance with federal law regarding the acceptable use of fee money

What if I don't register my student organization with the Student Activities and Leadership?

- Your student organization will not be eligible for the privileges listed above
- In order to be tax-exempt and eligible to receive tax-deductible contributions, your organization will need to register as an independent 501(c)(3), conduct its own audit protection activities, and file its own taxes each year

Understanding the Process

As financial officer (FO), you are responsible for the financial well being of your student group (VSO). As the FO, you are compelled to fulfill the transactions necessary for your group and to reimburse your group members in a responsible and reasonably quick fashion.

The first step to assuring the financial well being of your VSO is to acquire money for your student group. This can be done a number of ways, most commonly: raising money from the group and applying for funding. When a group raises money (by collecting dues, selling merchandise or acquiring donations), that money is "non-funded" and can be used for any group expenses. The most common non-funded accounts for student groups include the Checking Account (2800). When a group applies for funding to a funding source (such as the Undergraduate Senate or Graduate Student Council), they have to justify those expenses and they can only spend that money for the reasons they stated when they applied for the funding (meaning the money is spent as the funding body originally intended). This money is called "funded" money; common funded accounts are Event Food (6560), Honorarium (6310), Office Supplies (7150) and Casual Labor (6240).

There are a few funding bodies that operate differently. The Stanford Fund (which is placed in the 2830 account) is treated as non-funded by SSE; however the Stanford Fund does their own auditing, so student groups should use the money as they indicated they would when they applied for it. For further information about the Stanford Fund, please contact Ankita Rakhe at **arakhe@stanford.edu.**
The Graduate School of Business (GSB) provides funding for GSB student groups, which it transfers into either a group's checking account (2800) or GSB Funding account (2840). For the purposes of transactions, this money is treated as non-funded.

Once you have acquired funding, by acquiring new funding or by using money that was already possessed by your student group, you are ready to move on to banking.

Understanding the Process

Banking services provided to VSOs is intended to allow them to function as entities separately from the members who are a part of the group. This allows student groups to operate without requiring financial burden on members of the group. VSOs can reimburse members who make purchases on behalf of the group. VSOs can also pay vendors directly and make transfers within the university.

SSE Capital Group Divisional Overview

SSE Capital Group

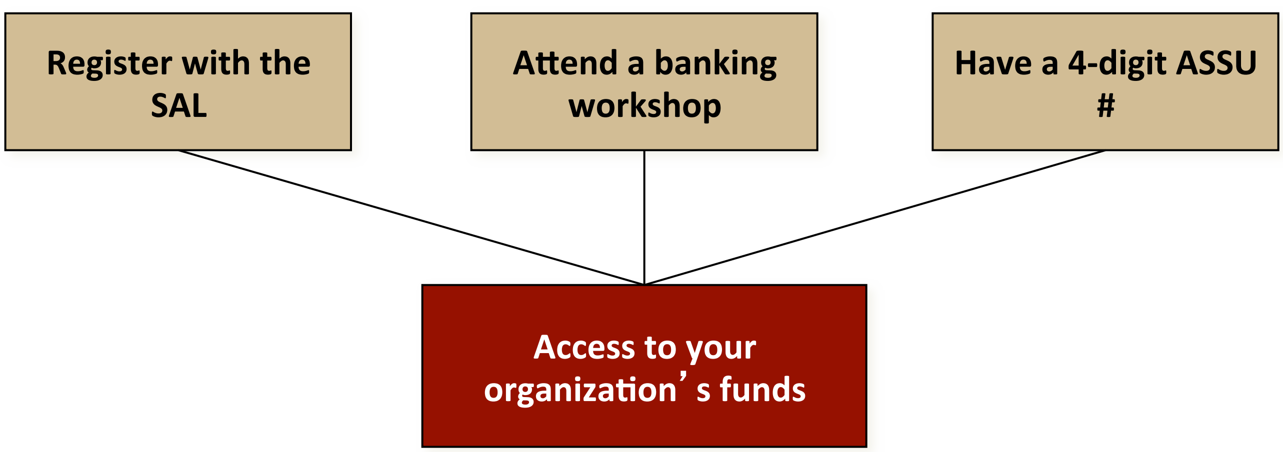
- **Banking**
  - Provides audit protection, banking, and fraud protection services to student organizations
- **E-commerce**
  - Enables student organizations to sell tickets online
- **Funding**
  - Coordinates transfer of funds from funding sources to student organization accounts
- **Investing**
  - Invests student organization deposits and the ASSU endowment

Getting Started Banking

In order to be able to submit a request to withdraw funds from an organization's account (i.e. submit a Reimbursement, Group Transfer, Purchase Order, etc.):

(1) You must be registered with the SAL as the Financial Officer of the 'Approved' and 'Active' organization
(2) You must have attended a banking workshop
(3) Your organization must have a 4-digit ASSU account number (email the bank managers at capgroup-bm@sse.stanford.edu if you do not already have one)

Please note: you do not need to complete these requirements in any particular order



General Process for Requests

You want to deposit or withdraw money to/from your organization’s account

↓

You submit a request via our website, capitalgroup.stanford.edu, and print the accompanying PDF

↓

You upload the documentation online or turn in the PDF, with accompanying documentation, at the ASSU/SSE office in Old Union

↙ ↘

Approval

Rejection
(see next page)

- You are not required to submit any documentation in person for Advance Payments, Honoraria Payments with email authorization, or Account Transfers

Rejection Process for Requests

You receive an email from SSE Capital Group stating that your request has been rejected

↓

You go to the request's page on the capitalgroup.stanford.edu website and read the note describing the reason for the rejection

↓

Unless instructed otherwise, you come to the ASSU/SSE office to collect the rejected documents from a Banking Associate and re-submit them with the requested documentation

Funding

Funding Table of Contents

Funding Overview	- General overview of available funding sources
Submitting a Funding Application	- How to create a budget - How to submit an application for new funding - How to submit an application to modify your budget
Funding Sources	- Different funding sources - Information about each source: + Link to policies website + Qualifications apply + Contact information + Application deadlines
Tips	- Tips and Guidelines while applying for funding

Note: Each group Financial Officer MUST attend a banking workshop to be eligible to apply for funding. Funding workshops are currently optional, but recommended.

Funding Sources

General Overview of funding Sources (with link to policies)

Funding Source	Description/ Qualification	How to Apply	Contact
Special Fees	- Groups with large budgets - Apply annually in Winter	- Create budget - Submit app through mygroups2.stanford.edu	Senate Appropriations Chair approps@assu.stanford.edu
Undergraduate General Fees	-Programming VSOs $6000/yr cap - Community Service VSOs $7000/yr cap	- Create budget - Submit app through mygroups2.stanford.edu	Senate Appropriations Chair approps@assu.stanford.edu
Graduate Student Council (GSC)	- Primarily graduate student groups - $6000/yr funding cap	- Create budget - Submit app through mygroups2.stanford.edu	GSC Funding Chair stanfordgscfunding@gmail.com
Publications Board	- Helps fund publication-related expenses - UG Senate timeline	- Create budget - Submit app through mygroups2.stanford.edu	
Speakers Bureau	- Sponsors groups bringing speakers to campus - UG Senate timeline	- Create budget - Submit app through mygroups2.stanford.edu	speakers-bureau@assu.stanford.edu
The Stanford Fund (TSF)	- Funded through donor gifts to support UG education - Apply quarterly		Ankita Rakhe arakhe@stanford.edu
Other (See description following)	- GSBSA - SMSA - Off-campus Fundraising - Benefit Fundraising - Univ Funds/ Univ. Departments/ SSFD	Contact respective Funding Chairs	

Contact for all: capgroup-fc@sse.stanford.edu

REQUIREMENTS

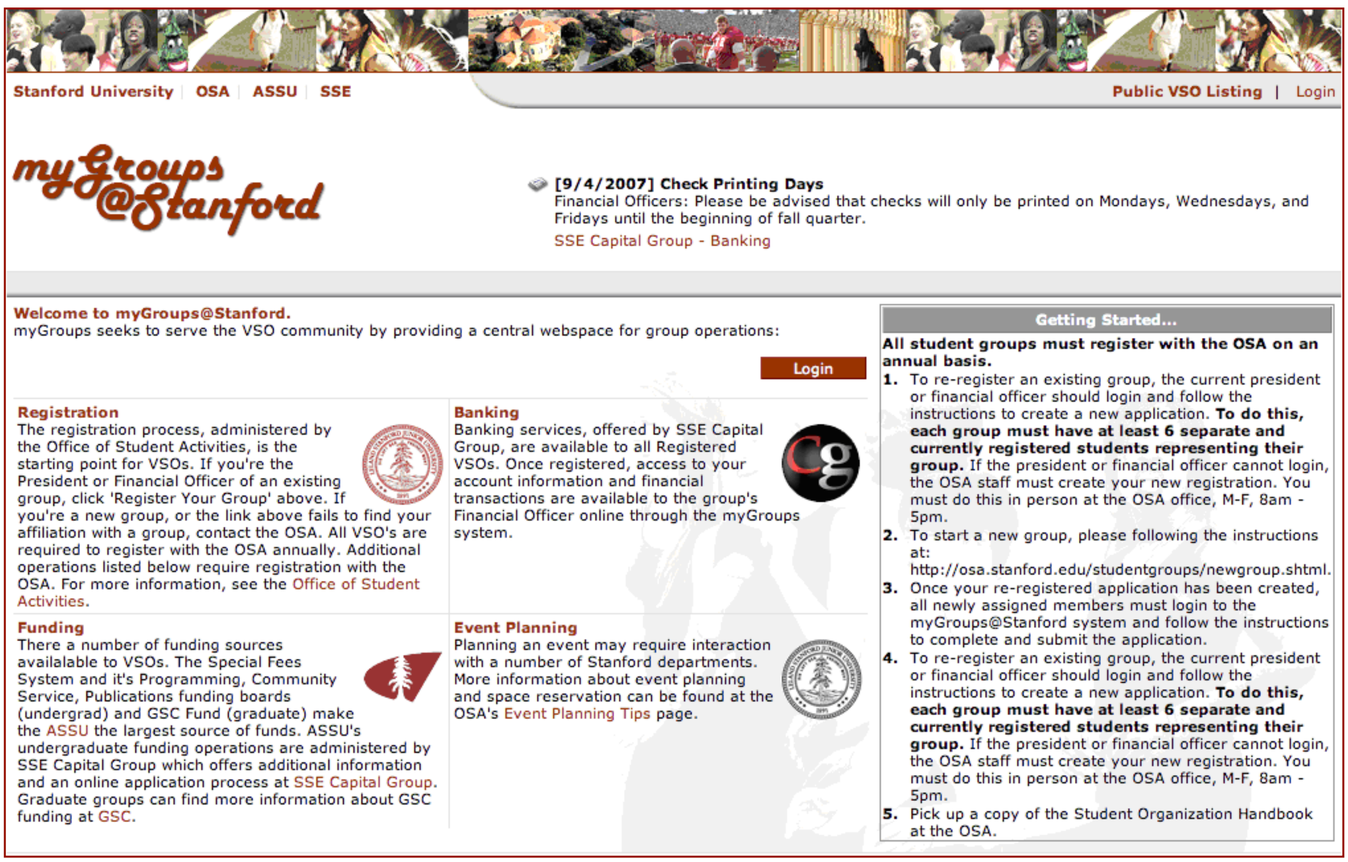
Your organization must be a VSO that is registered with the SAL.

Only the VSO's Financial Officer has the ability to create and submit funding applications.
[A Funding Officer can create applications, but not submit them.
An eCommerce Officer can view applications, not create or submit them.]

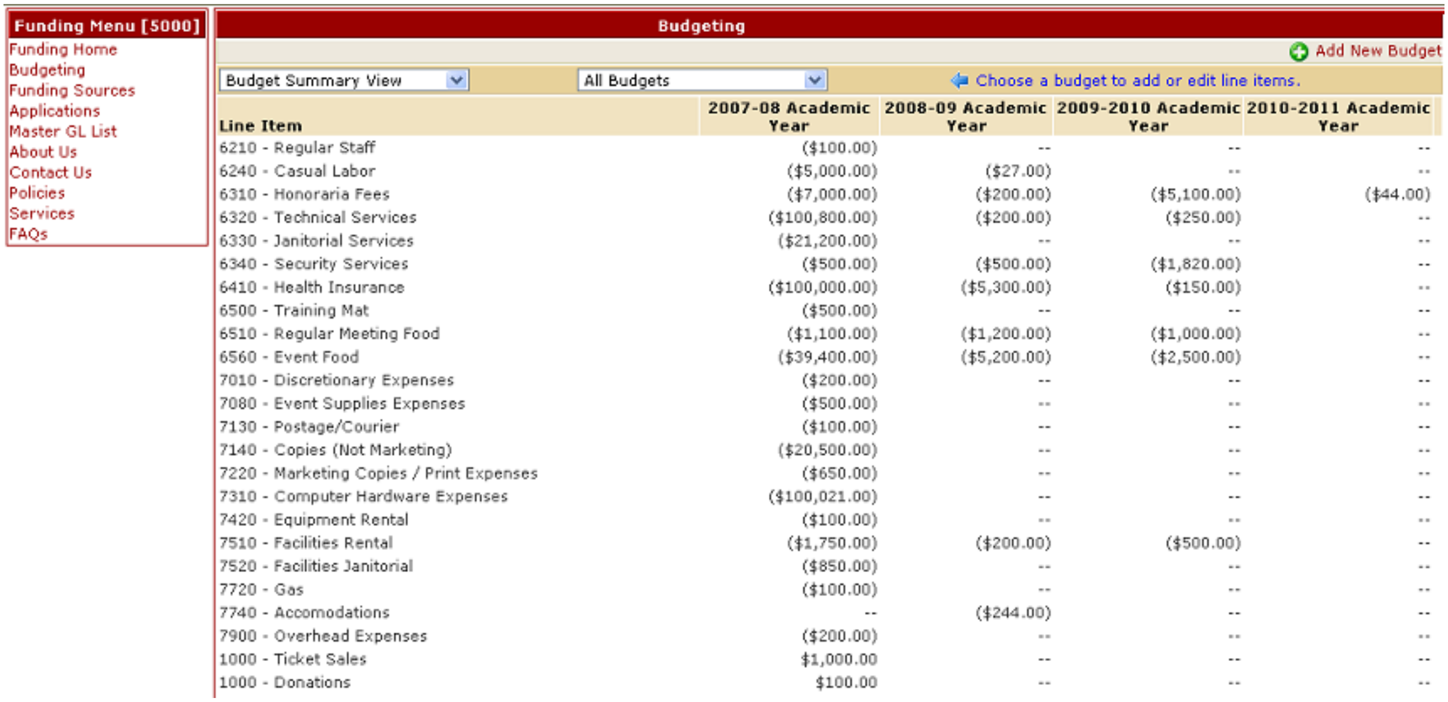
The Financial Officer must have attended a banking/funding workshop.

1. CREATING A BUDGET

(1) Go to funding.stanford.edu, log-in, and select your VSO.



1. a. Click on ‘Funding’ at the top-right
   b. Then click on ‘Budgeting’ on the left-hand side menu to add a new budget.



Funding Menu [5000]
Funding Home
Budgeting
Funding Sources
Applications
Master GL List
About Us
Contact Us
Policies
Services
FAQs

Budgeting

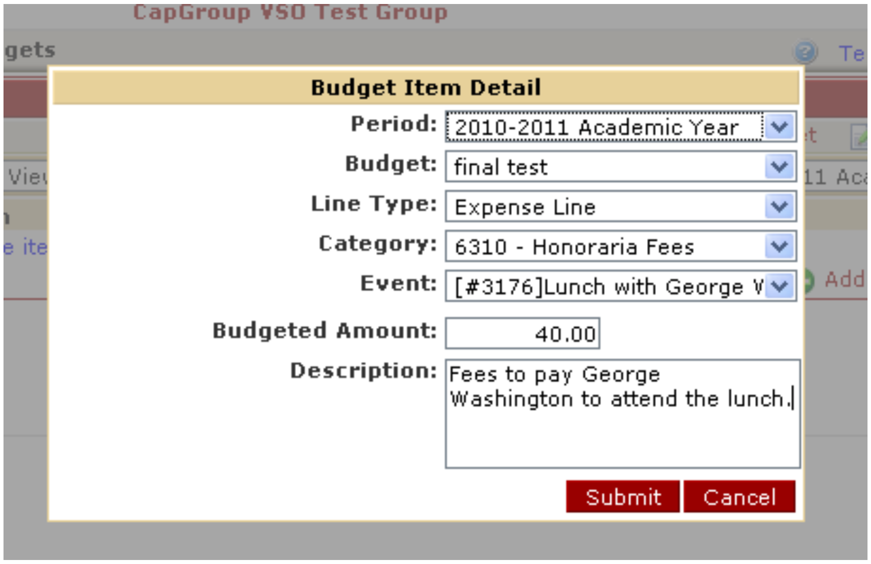
Add New Budget

Budget Summary View | All Budgets | Choose a budget to add or edit line items.

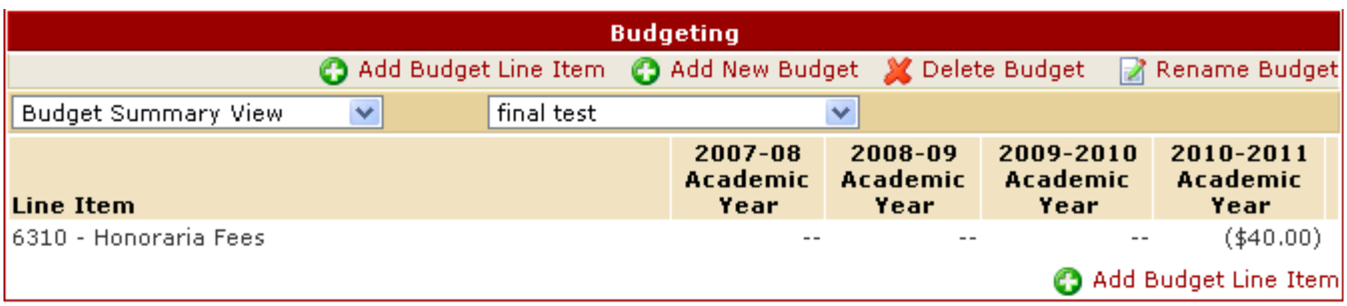
Line Item	2007-08 Academic Year	2008-09 Academic Year	2009-2010 Academic Year	2010-2011 Academic Year
6210 - Regular Staff	($100.00)	--	--	--
6240 - Casual Labor	($5,000.00)	($27.00)	--	--
6310 - Honoraria Fees	($7,000.00)	($200.00)	($5,100.00)	($44.00)
6320 - Technical Services	($100,800.00)	($200.00)	($250.00)	--
6330 - Janitorial Services	($21,200.00)	--	--	--
6340 - Security Services	($500.00)	($500.00)	($1,820.00)	--
6410 - Health Insurance	($100,000.00)	($5,300.00)	($150.00)	--
6500 - Training Mat	($500.00)	--	--	--
6510 - Regular Meeting Food	($1,100.00)	($1,200.00)	($1,000.00)	--
6560 - Event Food	($39,400.00)	($5,200.00)	($2,500.00)	--
7010 - Discretionary Expenses	($200.00)	--	--	--
7080 - Event Supplies Expenses	($500.00)	--	--	--
7130 - Postage/Courier	($100.00)	--	--	--
7140 - Copies (Not Marketing)	($20,500.00)	--	--	--
7220 - Marketing Copies / Print Expenses	($650.00)	--	--	--
7310 - Computer Hardware Expenses	($100,021.00)	--	--	--
7420 - Equipment Rental	($100.00)	--	--	--
7510 - Facilities Rental	($1,750.00)	($200.00)	($500.00)	--
7520 - Facilities Janitorial	($850.00)	--	--	--
7720 - Gas	($100.00)	--	--	--
7740 - Accomodations	--	($244.00)	--	--
7900 - Overhead Expenses	($200.00)	--	--	--
1000 - Ticket Sales	$1,000.00	--	--	--
1000 - Donations	$100.00	--	--	--

1. c. Click on “Add New Budget” on the right-hand side. Type in a name for your budget and click ‘Add Budget’

(2) Click on ‘Add Budget Line Item’. A window will pop-up. Make sure to choose the correct academic year, budget and Expense Line Item. The ‘Event’ section is now optional. You do not need to create an event to apply for funding via myGroups. Click “Submit”. Do this for all of your VSO’s events.

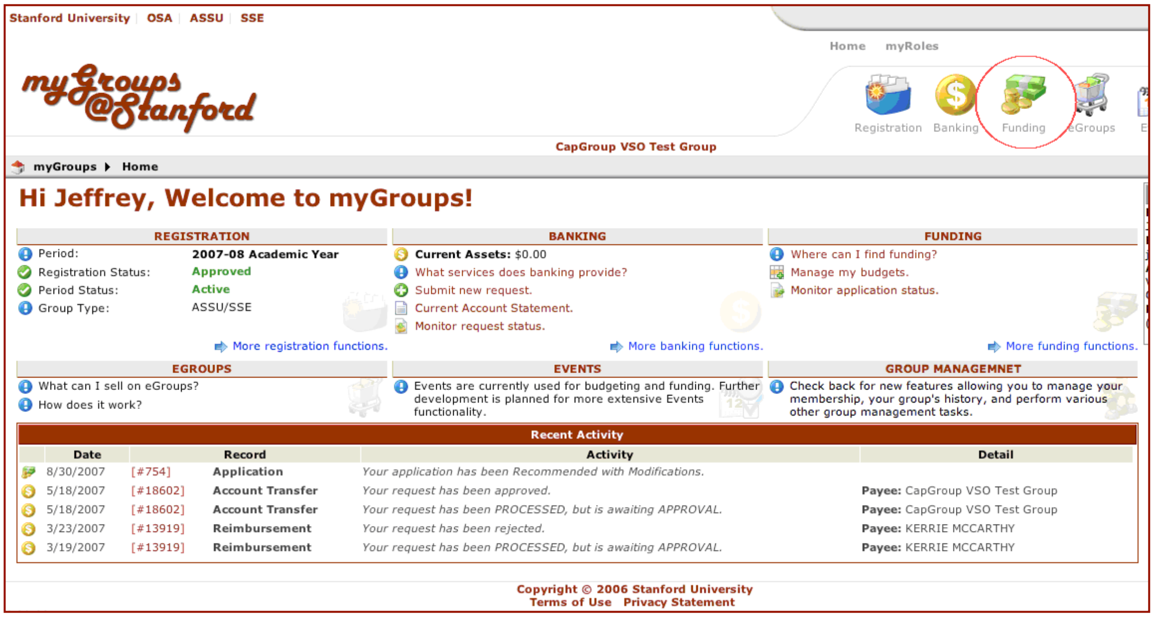


(3) Your budget should finally look something along the lines of the following. with as many line items to the budget as necessary. Make sure that the amounts requested are in the correct academic year – 2009-10 until June 2010, 2010-11 from July 2010-June2011 etc.



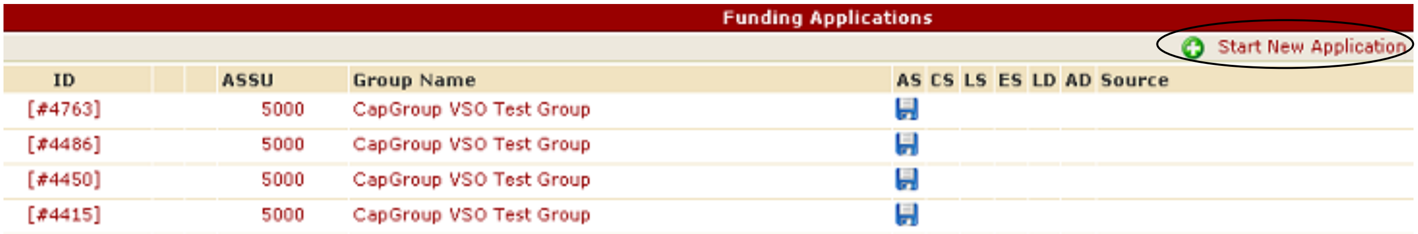
2. HOW TO SUBMIT AN APPLICATION

(4) Select 'Funding'

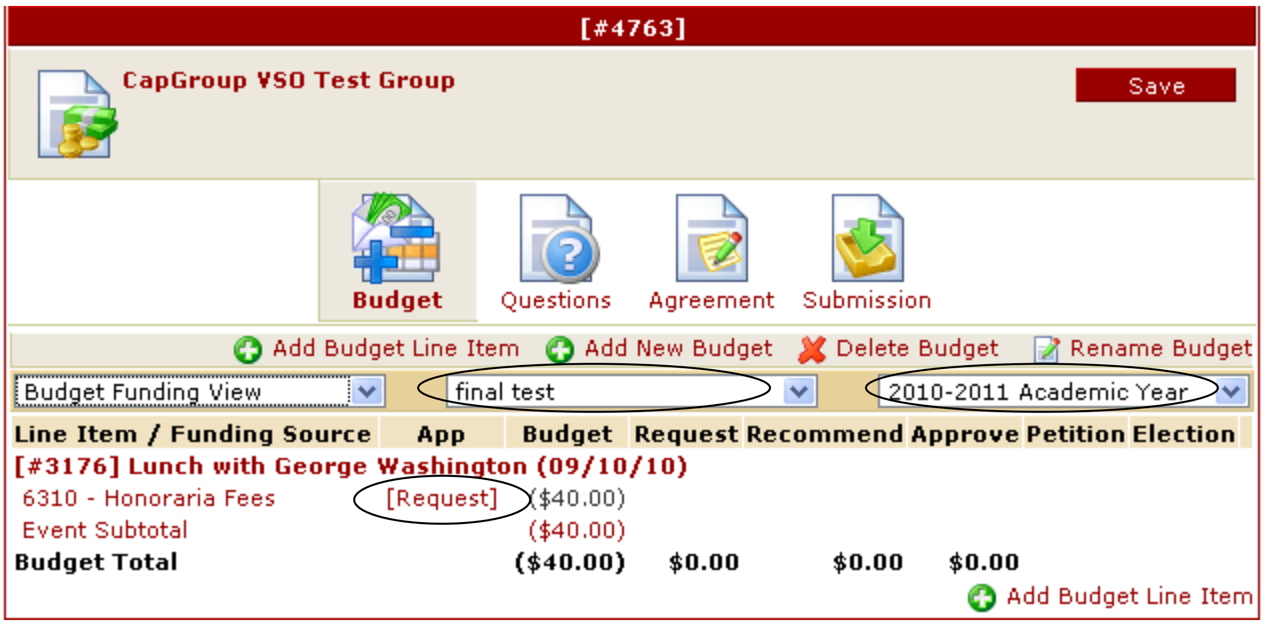


(5) Select 'Applications' on the left-hand menu

(6) Select 'Start New Application'

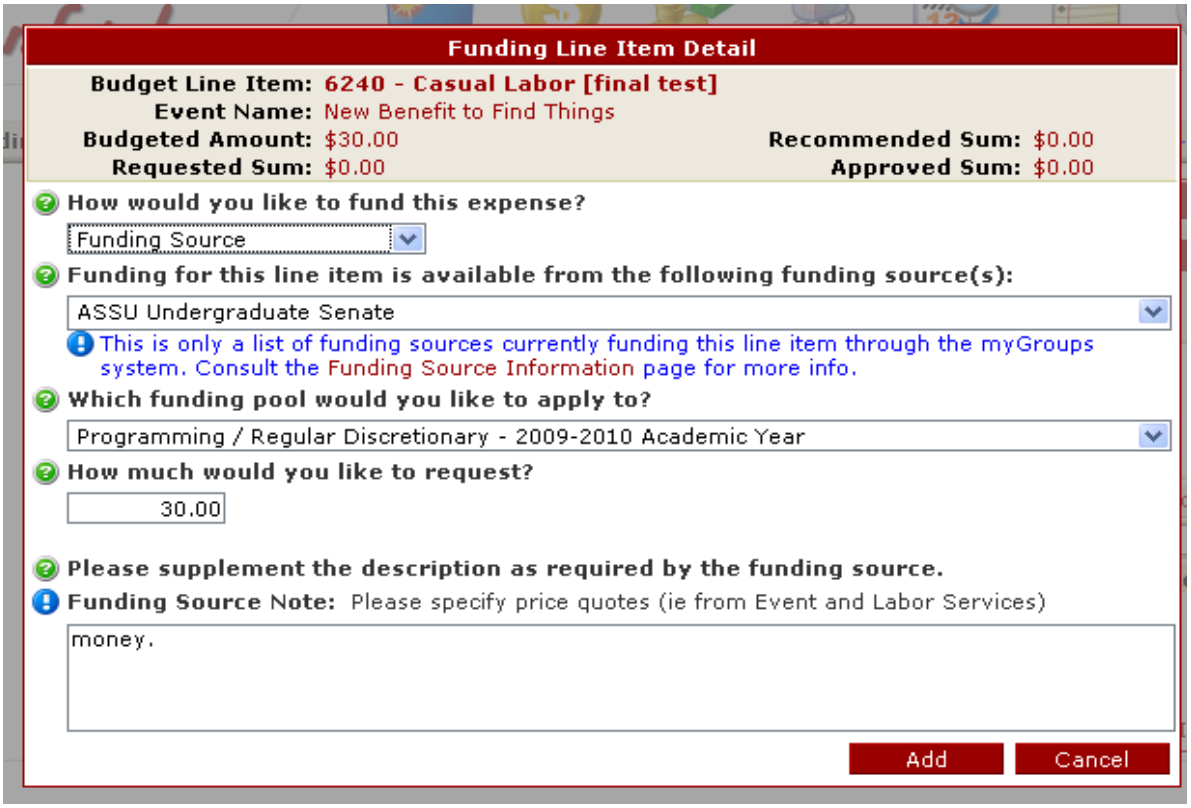


7. Select the budget you created from the middle drop-down menu and the correct academic year from the third menu.
 To the right of the line-items will be a ‘Request’ button. Click it.



FOR NEW FUNDING:

8. A pop-up window will appear. For the ‘Funding Source’, select the relevant funding source. For ‘Funding Pool’, select the appropriate time-frame. Then click Add.
You have now completed the creation of your VSO’s budget.



SUBMITTING THE APPLICATION

(1) Now click the ‘Questions’ tab and answer the questions.

(2) Next, click the ‘Agreement’ tab. Read and sign the agreement.

(3) Click the ‘Submission’ tab and submit the application.

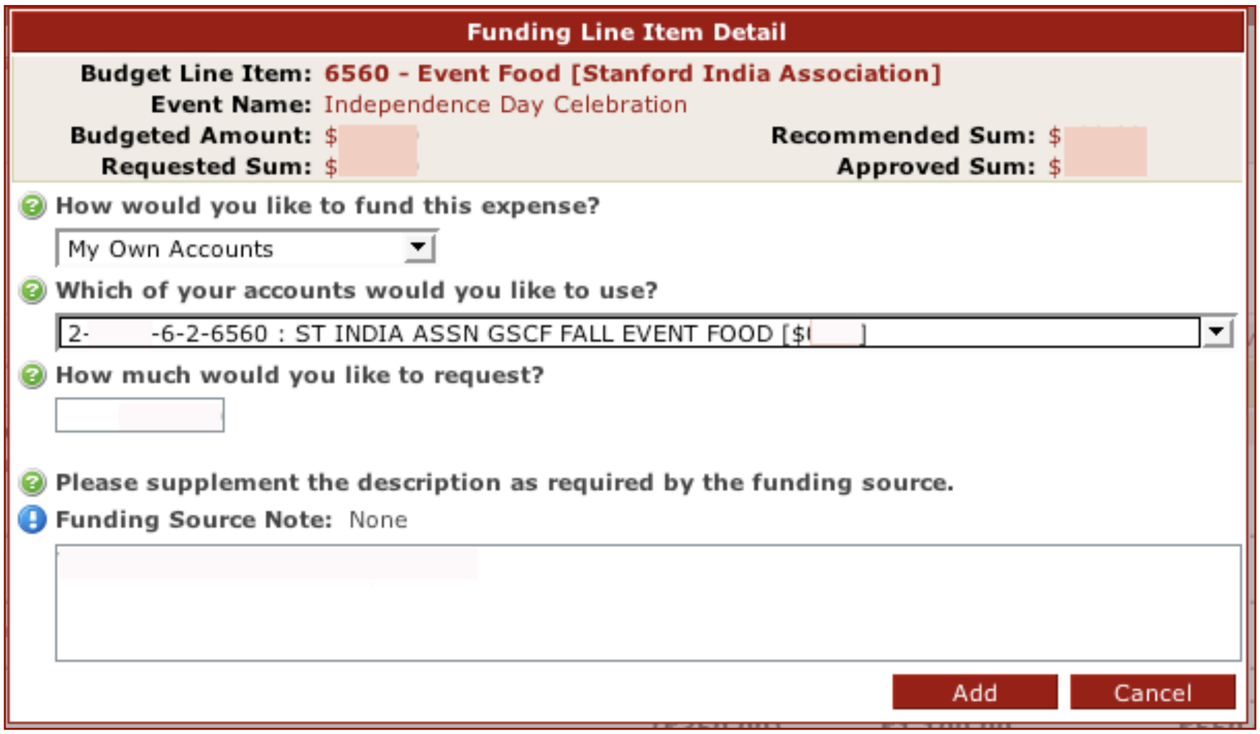
CREATING AN INTERVIEW APPOINTMENT

AFTER you have submitted the application, on the application page, there is a box for you to pick an appointment time to meet with the respective committees. If an appointment is required, please choose a time from the dropdown list, or contact Appropriations at approps@assue.stanford.edu if there are no available times.

Budget Modifications and Reserve Transfers

FOR BUDGET MODIFICATIONS:

In order to create a budget modification or reserve transfer application, follow the same steps as before. When you come to the step 8, pick ‘My Own Accounts’ in response to ‘How would you like to fund this expense?’, and continue from there.


Funding Line Item Detail

Budget Line Item: 6560 - Event Food [Stanford India Association]
Event Name: Independence Day Celebration
Budgeted Amount: $
Recommended Sum: $
Requested Sum: $
Approved Sum: $

How would you like to fund this expense?
My Own Accounts

Which of your accounts would you like to use?
2- -6-2-6560 : ST INDIA ASSN GSCF FALL EVENT FOOD [$]

How much would you like to request?

Please supplement the description as required by the funding source.

Funding Source Note: None

Add Cancel

NOTE:
- Interviews are REQUIRED for NEW FUNDING applications ONLY.
- Interviews are NOT required for Budget Modifications, UNLESS you are a Special Fees group.

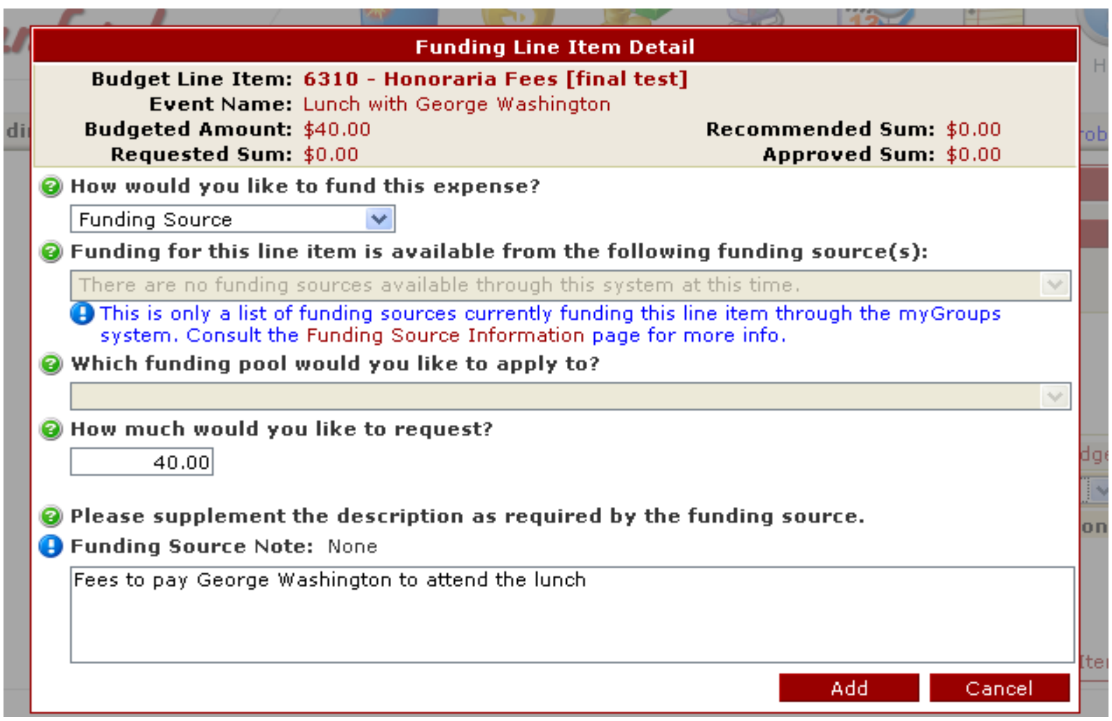
TROUBLESHOOTING:

Often there are problems with requesting for funding and the following screen-shot appears. FOs are unable to select a funding source to apply to.

1. Line items in wrong academic year:
One reason may be that the budget or the application is in the incorrect academic year. The screenshot budget, for example, is applying for funding in the 2010-11 academic year, while the current academic year is 2009-10.

2. Line items not funded by funding source:
Please make sure that the funding source that you are applying to funds the specific line item that you are requesting funding for. This can be ascertained on the policy websites of the specific funding source.

If there are continued problems even after changing to the current academic year, please contact the current Funding Coordinator at capgroup-fc@sse.stanford.edu



Contact for all: capgroup-fc@sse.stanford.edu

ASSU Overview

OVERVIEW

Every student pays an ASSU fee on his or her University Bill. The majority of this fee goes into supporting the Special Fee system, although part of it supports the General Fee as well.

Special Fees provide funding for student organizations, individual and umbrella, for an entire fiscal year. Special Fee VSOs have to be approved by the student body in the Spring Election, and these organizations typically have high levels of activity and a large, recurring operating budget. Special Fee groups are not permitted to apply for General Fee funds.

The other portion, called the General Fee, is allocated by the Undergraduate Senate, via the Appropriations Committee, Publications Board, and/or by the Graduate Student Council, via the Funding Committee, to smaller student organizations. VSOs can apply for funds from the General Fee throughout the academic year, as the Undergraduate Senate and Graduate Student Council meet every week. The maximum amount of funding that a VSO can receive from the General Fee is $6,000 (or $7,000 only if it is a community service VSO) in a fiscal year. Both legislative bodies have policies (listed on their web pages) that govern what will and will not be funded; these policies were formed to ensure the most efficient use of student fees.

To be eligible for ASSU funding, student groups must be a registered VSO with the SAL and must complete the application as specified on each legislative body's webpage. Applications must include an itemized budget, broken down by line-item. ASSU funds are then allocated to specific line-items and may only be spent on items appropriate to their respective line items. If a group wishes to transfer funds between line-items, a Budget Modification must be completed and approved by the appropriate legislative bodies.

For more information regarding application policies and procedures, please see:

Special Fees:	Nikos Liodakis (Deputy Chair)	approps@assu.stanford.edu
	Alex Kindel (Funding Coordinator)	capgrooup-fc@sse.stanford.edu
	Website	specialfees.stanford.edu
UG Senate:	Ben Holston (Senate Chair)	holston1@stanford.edu
	Anna Breed (Deputy Chair)	abreed@stanford.edu
GSC:	Wendy Ni	stanfordgscfunding@gmail.com
	Website	gsc.stanford.edu
Publications Board:	2013-14 Publications Chair	publications@assu.stanford.edu
	Website	assu.stanford.edu/publications/pub.htm
Speaker's Bureau:	2013-14 Speaker's Bureau Chair	speakers-bureau@assu.stanford.edu
	Website	speakers.stanford.edu/cosponsorship.htm

For questions about submitting an application through funding.stanford.edu, email:
capgroup-fc@sse.stanford.edu

Special Fees Overview

OVERVIEW

Special Fees Funds are given to VSOs that provide services that have a broad mission and wide-reaching impact on the Stanford community. Special Fees VSOs receive funding once a year, even though Special Fees are collected every quarter.

ELIGIBILITY

- Must be a VSO registered with the SAL for the current academic year, and plan to register with the SAL for the next academic year

- Should have budgets exceeding $6000 (if Programming), or $7000 (if Community Service)

- Should serve a significant portion of the undergraduate, graduate, or both Stanford populations

TIMELINE

Special Fees VSOs apply for funding only once a year in Winter Quarter, are interviewed by the Appropriations Committee, and have their fees voted on in the Spring.

Special Fee groups can apply for budget modifications through the year but can not receive new funding except once a year in Spring.

CONTACT INFORMATION

For questions about funding policy, email:
Nikos Liodakis- approps@assu.stanford.edu
Alex Kindel- capgroup-fc@sse.stanford.edu

For questions about applying through funding.stanford.edu, email:
Alex Kindel- capgroup-fc@sse.stanford.edu

Websites:
elections.stanford.edu/specialfees/
specialfees.stanford.edu
funding.stanford.edu

Undergraduate Senate Discretionary Funding Overview

OVERVIEW

Undergraduate and joint-membership groups registered with the Student Activities and Leadership Office (SAL) are eligible to receive funds from the ASSU Undergraduate Senate. Undergraduates should make up a substantial amount of the population served by groups wishing to receive Senate funds.

Types of Funding

Regular Discretionary Funding
There are two types of groups that receive discretionary funding: Programming and Community Service. Programming VSOs generally engage in hosting cultural activities, speakers, or other types of programs of interest to students and are eligible to receive $6000. Community Service VSOs usually participate in some sort of service to members of the Stanford and surrounding community and are eligible to receive $7000.

Early Discretionary Funding
Early Discretionary Funds are given to VSOs at the end of Spring Quarter so that they will have money in their accounts for use at the beginning of fall quarter. Special Fee VSOs cannot receive Early Discretionary Funds. VSOs can apply for up to $1,500, which counts toward their $6000 (for Programming VSOs) or $7000 (for Community Service VSOs).

ELIGIBILITY

- The VSO must be currently registered with the Student Activities and Leadership Office
- The VSO must not be receiving Special Fees in the academic year that it is requesting General Fees

Undergraduate Senate Funding Policies

POLICIES

-All programming groups have a soft-cap of $50 per active member, and a hard cap of $6000 per year. All community service groups have a soft cap of $60 per active member, and a hard cap of $7000 per year.

-Events must be free, and open to all Stanford students

-The ASSU logo must be included in all advertisements for events.

CONTACT INFORMATION

For questions about funding policy, email:
Nikos Liodakis- approps@assu.stanford.edu

For questions about applying through funding.stanford.edu email:
Alex Kindel- capgroup-fc@sse.stanford.edu

Websites:
http://funding.stanford.edu

Policies Website: http://assu.stanford.edu/index.php?option=com_content&view=article&id=33

PROCESS

STEP 1:

Before requesting funding, all VSOs should:

- Register with the Student Activities and Leadership Office.
- Acquire reasonable estimates for event and operating costs.
- Make sure that their VSO has not already received the maximum amount of allowed funds from the ASSU.
- Review their budget to ensure that all expenditures are necessary.

STEP 2:

To request new funds, or request a transfer of funds, VSOs should:

- Fill out a budget at http://funding.stanford.edu.
- Fill out an application at http://funding.stanford.edu.
- For new funds, set up an interview with the Appropriations Committee at http://funding.stanford.edu.
- Attend their interviews to discuss your application.

STEP 3:

Next:

- The Appropriations Committee decides on a funding recommendation.
- The Senate votes on the recommendation at its weekly meeting.
- Your VSO receives the funding allocated by the Senate within the next few business days.

You are welcome to attend the Senate meeting to see the vote on your budget recommendation.

Undergraduate Senate Weekly Funding Schedule

TIMELINE

Anytime:	VSOs request funding and set up an interview.
Thursday at 3:00 PM:	VSOs with interviews on Friday MUST submit their budgets.
Friday at 5:30:	Appropriations Committee interviews VSOs to review budgets. Old Union, Room 104
Tuesday at 7:00PM	Senate votes on Funding Bills. Old Union, Nitery

POSTING SCHEDULE

Following Senate approval, it generally takes up to 5 business days for funding to be posted into the accounts.

Please apply for funding at least 2 weeks before it is needed.

Graduate Student Council Overview

OVERVIEW

The GSCF provides funding to student groups which pursue at least one of the following goals:

• Provide a broader educational and cultural experience for graduate students.
• Enhance interdepartmental social interaction among graduate students.
• Strengthen the campus-wide sense of community among graduate students.
• Make the graduate school experience more valuable and enjoyable for all graduate students.

ELIGIBILITY

• The group must be a Voluntary Student Organization (VSO) registered with the Student Activities and Leadership Office for the current academic year.

• The VSO must fit the definition of a Graduate Student Organization (GSO). This is defined as any student organization whose membership and/or audience is drawn substantially from the graduate population, with at least 30% of its membership comprising of graduate students.

• The VSO must NOT receive any funds from a special fee that is levied, in whole or in part, on the graduate population.

• The event in question must not be wholly funded by the ASSU Undergraduate Senate Appropriations Committee.

• Any event with multiple VSOs organizing/running the event must apply together during a single Funding Committee meeting.

FUNDING GUIDELINES

The VSO should refer to the GSC Funding Guidelines (available at http://gsc.stanford.edu/funding/) to determine the eligibility of the event for GSC funding, types of funding available and caps on funding amounts.

CONTACT INFORMATION:

For questions about funding policy, email:
Wendy Ni – stanfordgscfunding@gmail.com

For questions about applying through funding.stanford.edu, email:
Alex Kindel- capgroup-fc@sse.stanford.edu

Website: gsc.stanford.edu
Policies: http://gsc.stanford.edu/funding/

PROCESS

STEP 1:

Before requesting funding, all VSOs should:

- Register with the Student Activities and Leadership (SAL).
- Acquire reasonable estimates for event and operating costs.
- Review their budget to ensure that all expenditures are necessary.

STEP 2:

To request new funds, or request a transfer of funds, VSOs should:

- Fill out a budget at funding.stanford.edu.
- Fill out an application at funding.stanford.edu.
- Satisfy all requirements specified in the GSC Funding Guidelines.
- Attend the Funding Committee meeting to discuss your application.

STEP 3:

Next:

- The Funding Committee decides on a funding recommendation.
- The Student Council votes on the recommendation at its weekly meeting.
- Your VSO receives the funding allocated by the Student Council within the next few business days.

You are required to attend the Student Council meeting to present your request and see the vote on your budget recommendation.

Graduate Student Council Weekly Funding Schedule

TIMELINE

Anytime:	VSOs request funding and set up an interview.
Friday at 10:00 AM:	VSOs who will meet on Monday MUST submit their requests.
Monday :	Funding Committee meets with VSOs to review requests.
Wednesday at 6:00 PM	Graduate Student Council votes on funding requests. Graduate Community Center, Nairobi Room

POSTING SCHEDULE

Following GSC approval, it generally takes up to 5 business days for funding to be posted into the accounts.

Please note: once the funding decision has been made by consensus, for one week the GSC can override a funding decision by majority vote. Because of this, VSOs receiving GSC funds may not draw on those funds until one week (2 weeks in the summer) after the funding has been posted to their accounts.

Please apply for funding at least 3 weeks before it is needed.

Publications Board Overview

OVERVIEW

The Publications Board works with the ASSU Undergraduate Senate to fund new publications for their first three years. It also acts as a resource for new publications as a group of experienced members of the publications community at Stanford. In addition, it maintains infrastructure and advocates on behalf of publications on campus.

ELIGIBILITY

- Must be a VSO registered with the SAL for the current academic year

- Must be a publication in its first three years

CONTACT INFORMATION

For questions about funding policy, email:
2013-14 Publications Chair - publications@assu.stanford.edu

For questions about applying through funding.stanford.edu, email:
Alex Kindel- capgroup-fc@sse.stanford.edu

Websites:
http://assu.stanford.edu/publications/pub_start.htm
funding.stanford.edu

Publications Board Funding Policies and Process

ELIGIBILITY

New publications are eligible for Publications Board funding for printing costs for three years with some exceptions. The Publications Board will then work with publications to find other sources of funding.

PROCESS

• Arrange a meeting with the Publications Director to talk about your idea. He will help you answer the questions listed above, and give you advice pertinent to your publication. He can also answer your questions about funding and help you put together a preliminary budget.

• Apply at the Student Activities and Leadership Office to be a new Volunteer Student Organization (VSO). The application will require you to describe your organization, establish a constitution, and prove that you have given thought to budgetary considerations for the coming year. On your application, be sure to classify your VSO as a "publication." The application process usually takes several weeks, and will require an interview with the SAL Publications Advisor. If you are having difficulty getting approval, you may again contact the Publications Director for assistance.

•Fill out a budget and an application and set up an interview with the Publications Board at funding.stanford.edu.

• The Publications Board should be able to answer questions on anything from technical specifications to budgetary concerns to stylistic recommendations. If you like, they should also be able to refer you to experienced members of the publications community who would be willing to help your publication get off the ground. At this meeting, be prepared to talk about your publication and specifically its budget.

• Based on the recommendation of the Publications Board, the Undergraduate Senate votes on your funding request. Your VSO receives the funding allocated by the Student Council within the next few business days.

TIMELINE

See UG Senate Timeline.

Speakers Bureau Overview

OVERVIEW

The Speakers Bureau budgets a portion of its funds to cosponsor speakers brought by other campus groups. We give out up to $1000 per group each quarter with a maximum of $1500 per group for the entire school year.

ELIGIBILITY

- Must be a VSO registered with the SAL for the current academic year

- If not requesting funds for the first time, must have completed a cosponsorship evaluation form

CONTACT INFORMATION

For questions about funding policy, email:
2013-14 Speaker's Bureau Chair - speakers-bureau@assu.stanford.edu

For questions about applying through funding.stanford.edu, email:
Alex Kindel- capgroup-fc@sse.stanford.edu

Websites:
http://speakers.stanford.edu/cosponsorship.htm
funding.stanford.edu

University Sources Overview

Some University departments will contribute funds to student-initiated programs, particularly if the proposal is related to the department's activities. Funds are limited and evaluated on a case-by-case basis. Remember to allow for sufficient lead time when contacting various departments since many have specific requirements (including submission of written proposals and budgets) to fulfill. Some departments that have provided funding in the past include the Haas Center for Public Service, the Office of Religious Life, the Vaden Student Health Center, the Bechtel International Center, the Dean of Students, the Institute for Research on Women and Gender, as well as many academic departments and professional schools. Although each department has its own procedures for reviewing and evaluating proposals, the following tips may be helpful:

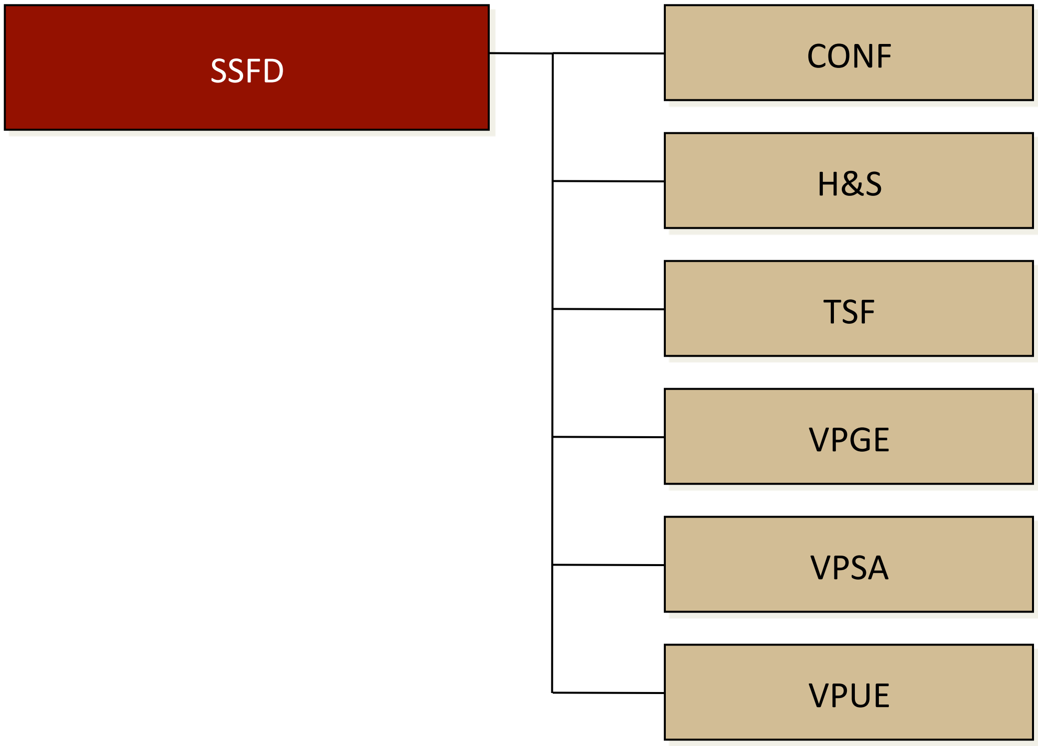
- Projects should not duplicate existing programs. Instead, they should complement and enrich existing opportunities and make good use of Stanford's resources.
- Projects should have an impact on a sizable number of people. Those who donate funds want to put their money where it is likely to do the most good.
- Funds should be used only for the basic production expenses or supplies needed by students to carry out their projects, not for salaries.
- Proposals should demonstrate commitment from other University sources. Your proposal will be stronger if you are working cooperatively with other organizations.

When a department agrees to support your program, ask to have the funds transferred to the ASSU (PTAE Number: 1056598-1-ZBABS-24400) with your VSO name and ASSU account number. Ask the department administrator to give you a copy of the transfer and to route the transfer for approval to O'Neil Patrick. You may contact O'Neil by email at opatrick@sse.stanford.edu for further information.

University Sources: SSFD

STUDENT SPONSORED PROGRAMS FUNDING REQUEST FORMS

Stanford student organizations usually fund events and programs from organizational budgets or from ASSU. Sometimes the organizers of larger programs and events also seek funding from administrative offices on campus. The SSFD website, ssfd.stanford.edu provides a simple way to apply for funding from one or more of these offices. This is also a mechanism for offices to coordinate their responses.



The Stanford Fund Overview

OVERVIEW

• Registered VSOs may obtain funds for their VSO in exchange for services that their members perform for The Stanford Fund, Stanford's annual alumni fund.

• The activities for which funds are sought are expected to be:
1) consistent with the academic goals and mission of the University
2) beneficial to the general University community
3) planned at least one quarter in advance

ELIGIBILITY:

- Must be a VSO registered with the SAL for the current academic year, and plan to register with the SAL for the next academic year if seeking funding for that year

- A representative from the group must have attended an SAL Stanford Fund workshop

CONTACT INFORMATION

For questions about funding policy, email:
Ankita Rakhe – arakhe@stanford.edu

Website:
tsfpartnership.stanford.edu

Fundraising

Fundraising Events for On-Campus Beneficiaries Fundraising events can be extremely effective in raising funds for VSOs, especially if these programs become annual fundraising endeavors. A fundraising event is a program or event that generates revenue for a registered VSO. (Guidelines for fundraising for third-party, non-profit entities is described under Benefit Fundraisers.) University approval is not required for VSOs conducting a fundraising event for their own activities, but there are a number of state laws and campus policies that impact these events. Contact the VSO before proceeding with any fundraising activities.

Raffles/Lotteries: the distribution of prizes or gifts by chance, where money is exchanged, is against University policy (see Important Considerations: Lotteries, Raffles and Free Drawings under Event Planning).

Concessions and Sales: some VSOs have been quite successful in conducting regular concession sales for items such as T-shirts, flowers, etc. There are a number of state laws and campus policies that impact concessions and other sales.

Sales Tax: all VSOs must collect and pay state sales tax on goods sold including food, beverages, T-shirts, CDs, flowers, and other retail products.

Food Sales: all food and beverage sales on campus must have a pre-obtained Santa Clara County Health Permit and are only allowed occasionally. State sales tax must be collected and paid (see Important Considerations: Sales Tax under Event Planning)

Ticket Sales/Admission: ticket sales are one of the most effective ways of raising funds to support student programs. If you already charge admission, remember to increase the charge by the annual CPI (consumer price index) rate each year so that your income earned will keep pace with your expenses.

Membership Fees: membership fees are useful for raising basic operational funds for your VSO. They are particularly well suited to athletic VSOs, recreational VSOs, and other VSOs that travel or purchase personal items, such as uniforms.

Items with the Stanford Name or Logos: selling items, such as T-shirts, bearing the Stanford name is permissible as long as the vendor providing the product is licensed by Stanford. As a purchaser of such products, you must ensure that the proper license has been obtained. The Office of Technology Licensing (723-0651) has a list of 180 licensed vendors who provide a variety of products (see Stanford Name under Critical Policies).

Off-Campus Fundraising

Permission to raise funds for your VSO from off-campus entities is a privilege granted to those VSOs that have a successful history at Stanford, are well-organized, have realistic funding goals, and have already exhausted on-campus funding sources. VSOs are eligible to seek University approval for off-campus fundraising after they successfully complete a thoughtful and detailed funding proposal that is submitted by the required deadlines. SAL proposal deadlines range from 10 weeks to six months. University approval is required for any solicitation of alumni, parents, local businesses, corporations, foundations, or individuals not affiliated with the University.

New VSOs have limited ability to raise significant funds from off-campus sources. This University policy ensures that VSOs have well-formulated plans, realistic goals, solid organization, and that they represent Stanford appropriately. It also ensures coordinated fundraising throughout the University, which complies with state and federal tax laws. Specific limitations for the solicitation of alumni include the following:

- VSOs may only solicit alumni that have given money to the VSO in the past five years or that have a previous relationship with the VSO.
- Solicitations may only be mailed through the Office of Development between March 15 and July 1 of each year.
- Letters must recognize that the alumnus may already have made a gift to Stanford in the current fiscal year.

Benefit Fundraising

Some VSOs may wish to support an off-campus charitable entity. In order to protect its nonprofit status, Stanford must closely monitor uses of facilities and resources that raise money for charitable organizations. Stanford's name, facilities, and resources cannot be used in profit-making ventures for individuals or organizations that do not have legal nonprofit status. All benefit projects must receive prior University approval before speakers are arranged, sponsors are sought, or advertising is conducted. Students planning a benefit activity for an off-campus charity should first consult a staff advisor in the SAL and fill out an application at least five weeks prior to the event. The University requires that VSOs meet a number of important expectations before approval is given and plans can be made. The following factors will be among those considered:

- Benefit activities should be student-led and represent the initiative of students acting independently of off-campus entities.
- There must be a clear link between the mission of the sponsoring VSO, the off-campus entity, and the planned benefit activity.
- The event must be targeted primarily to organizational members and other Stanford students. It should usually occur during the regular academic year when students are present.
- Student leaders must make all arrangements with the University and clearly oversee all advertising on and off-campus.
- Partisan political activities, legislative, and lobbying efforts or support of sectarian religious organizations are prohibited (see Partisan Political Activities under Critical Policies).
- For large-scale or otherwise unique events, availability of University staff (e.g. public safety, facilities, advisor, etc.) will be an important factor for approval.
- A realistic and well-considered budget will be required for approval.
- All funds generated through the benefit activity must be deposited with the ASSU to ensure proper accountability for all funds received and spent.
- Benefit events should generate reasonable funds for the off-campus charity relative to the event costs.

Tips/Guidelines while applying for funding

- Use Internet Explorer 6 or lower, Mozilla Firefox or Google Chrome on Windows PCs only to submit the funding application

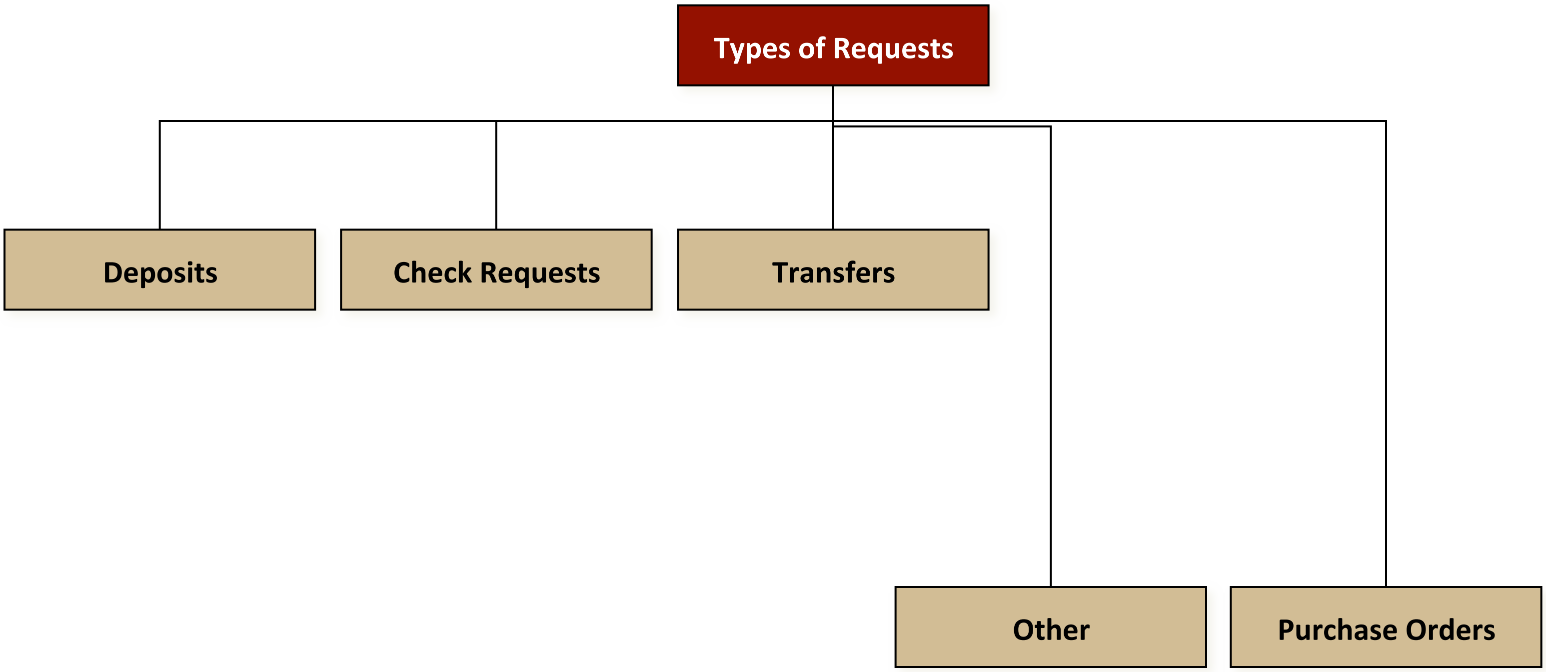
- Do not click the browser Back button during the application process

- Do not keep pressing "Save" while submitting the application.

- Keep checking that you have selected the correct - current - academic year while creating your budget and while requesting for funding. You will not be able to apply for 2012-13 or 2014-15 funding in the 2013-14 academic year.
[Exception: Special Fees groups applying for new funding, not budget modifications, are applying for the following academic year.]

Banking

Types of Requests



Deposits

Location: ASSU/SSE office in Old Union

Processing Time: deposited funds become available withdrawal immediately, but typically take 2-5 business days to officially post to your account

Additional Information:

- Checks should be made payable to the name of your organization
- Anyone can deposit funds into your organization's account (non-Financial Officers can use the 'Guest Deposit' request on the capitalgroup.stanford.edu home page—no log-in required)
- Charitable donations must be deposited at the Office of Development in the Arrillaga Alumni Center (see the Receiving Donations page for further information)
- Endorse all checks for deposit with your organization's 4-digit ASSU number – if you have a few checks you can generally just write the number on each one, but if you have a large quantity we have a stamp that will save you time and effort

Deposits – Receiving Charitable Contributions

Donations fall under one of three categories:

(1) Non-Religious Charitable Contributions:

All donations that would not be considered to be 'Religious Offerings' must be processed through the Office of Development and SAL. The guidelines and application can be found here: http://studentaffairs.stanford.edu/sal/manage/off-campus

(2) Religious Offerings:

Religious offerings (donations made to religious organizations) can be deposited at the ASSU/SSE office and do not need to be processed through the Office of Development. Generally, it should be obvious when a donation qualifies as a religious offering—if you're not sure, please contact Office Supervisor Kristen Bautista.

(3) Fundraising:

If your organization wants to solicit donations from off-campus parties, you should begin by filing a fundraising application with the SAL. Further information is available on the SAL (SAL.stanford.edu) website under the Fundraising section.

Deposits - Process

You want to deposit money into your organization's account

↓

You submit a deposit request via our website, capitalgroup.stanford.edu, and print both PDF copies (our copy and a receipt for you)

↓

You hand* both PDFs, with accompanying cash/checks, to a Banking Associate at the SSE office in Old Union

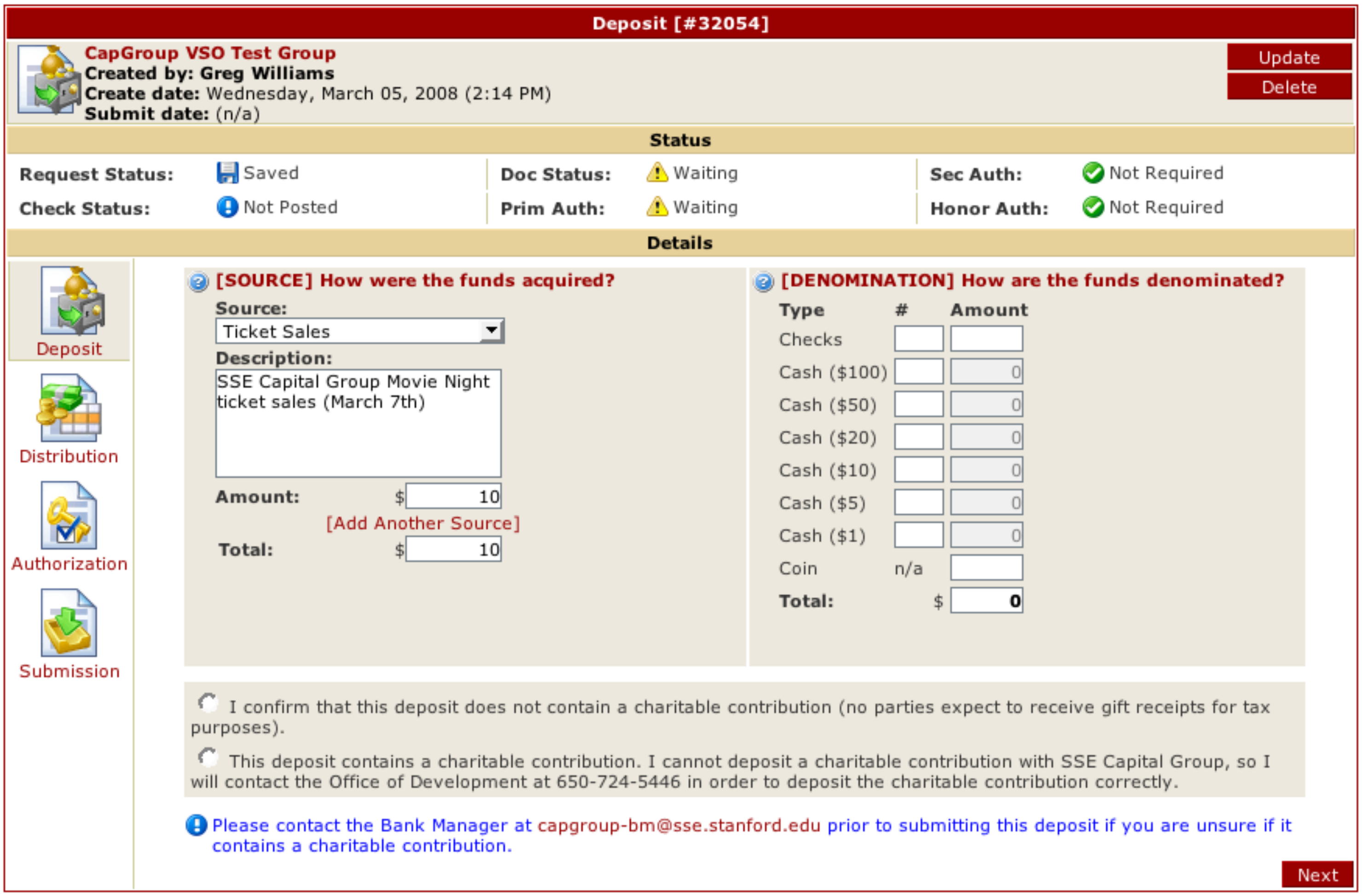
↓

You collect the 'Receipt Copy', which has been initialed by the Banking Associate, for your records

* Be sure that you hand any deposit to a Banking Associate. SSE Capital Group will not assume any liability for deposits left unattended by financial officers.

Deposits

- Begin on the left side of the page by filling the Source, Description, and Amount fields in order to explain the origin of the funds you're depositing



Deposit [#32054]

CapGroup VSO Test Group
Created by: Greg Williams
Create date: Wednesday, March 05, 2008 (2:14 PM)
Submit date: (n/a)

Update
Delete

Status

Request Status:	Saved	**Doc Status:**	Waiting	**Sec Auth:**	Not Required
Check Status:	Not Posted	**Prim Auth:**	Waiting	**Honor Auth:**	Not Required

Details

Deposit
Distribution
Authorization
Submission

[SOURCE] How were the funds acquired?

Source: Ticket Sales
Description: SSE Capital Group Movie Night ticket sales (March 7th)
Amount: $ 10
[Add Another Source]
Total: $ 10

[DENOMINATION] How are the funds denominated?

Type	**#**	**Amount**
Checks		
Cash ($100)		0
Cash ($50)		0
Cash ($20)		0
Cash ($10)		0
Cash ($5)		0
Cash ($1)		0
Coin	n/a	
Total:	$	**0**

I confirm that this deposit does not contain a charitable contribution (no parties expect to receive gift receipts for tax purposes).

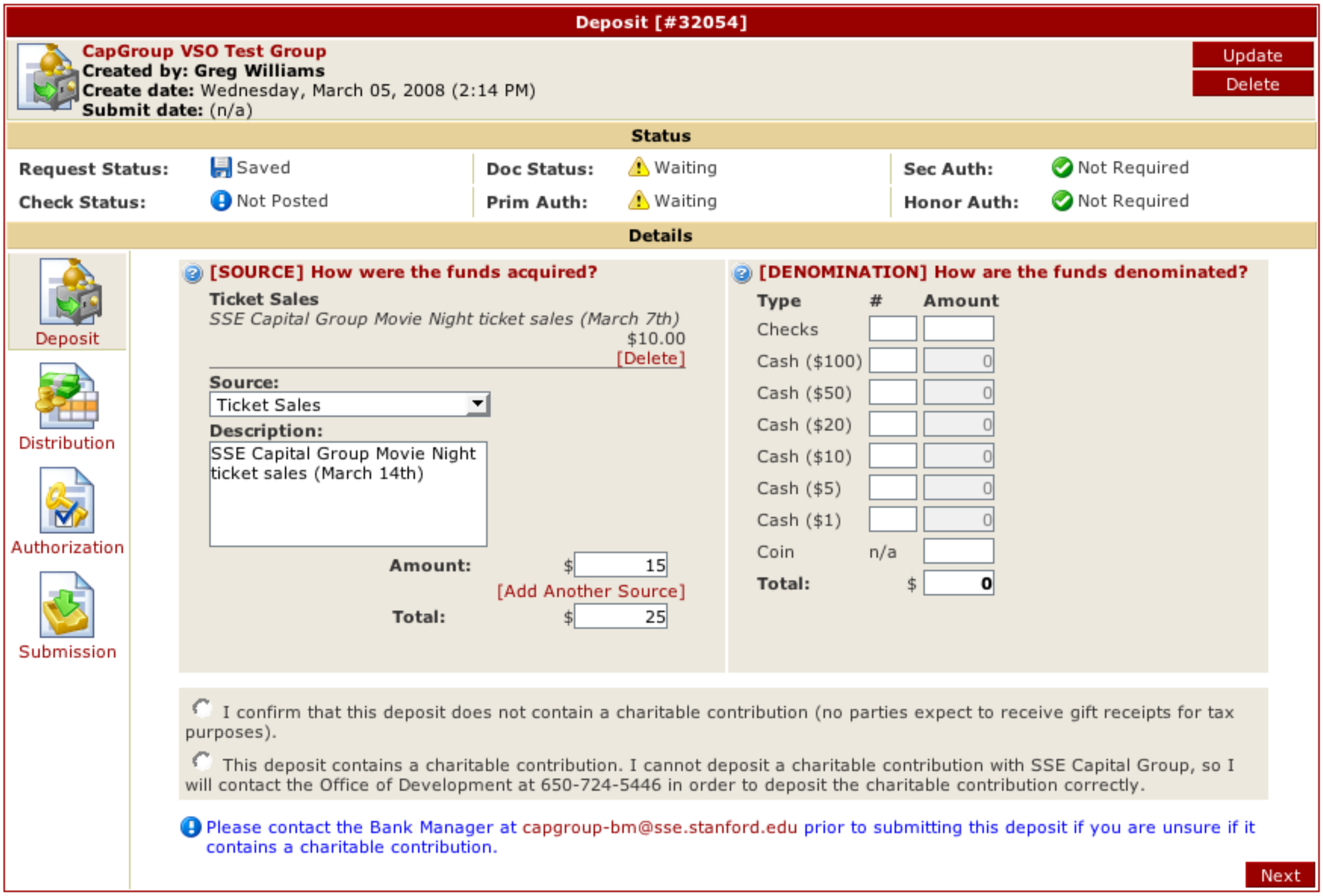
This deposit contains a charitable contribution. I cannot deposit a charitable contribution with SSE Capital Group, so I will contact the Office of Development at 650-724-5446 in order to deposit the charitable contribution correctly.

Please contact the Bank Manager at capgroup-bm@sse.stanford.edu prior to submitting this deposit if you are unsure if it contains a charitable contribution.

Next

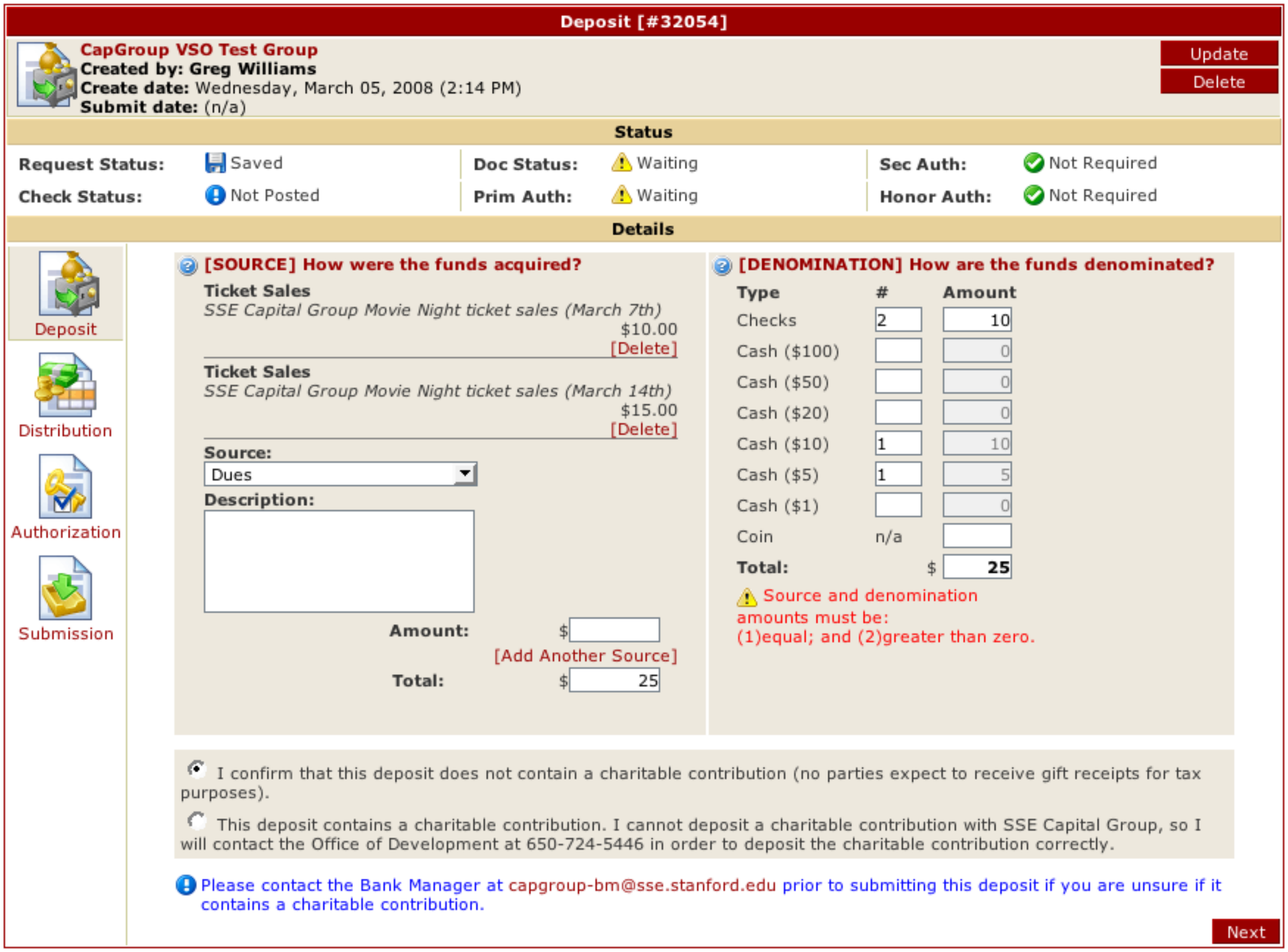
Deposits

- If the funds you're depositing have multiple origins, click 'Add Another Source' in order to describe each one separately (for your accounting records)



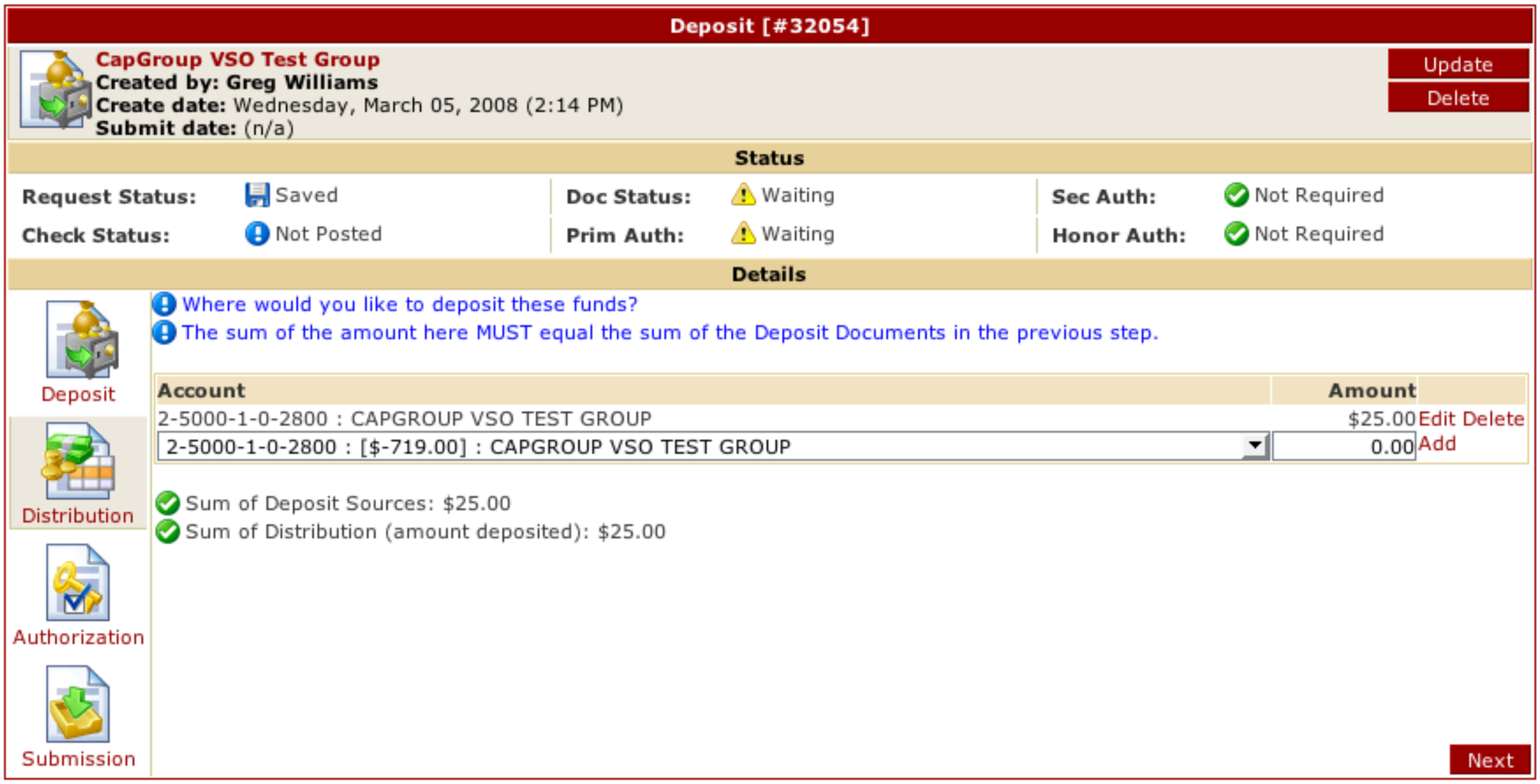
Deposits

- Next, move to the right side of the page where you'll describe the breakdown of the checks and/or cash you'll be depositing
- You must then confirm that your deposit does not contain a charitable contribution (see page 14 if you want to deposit a charitable contribution)



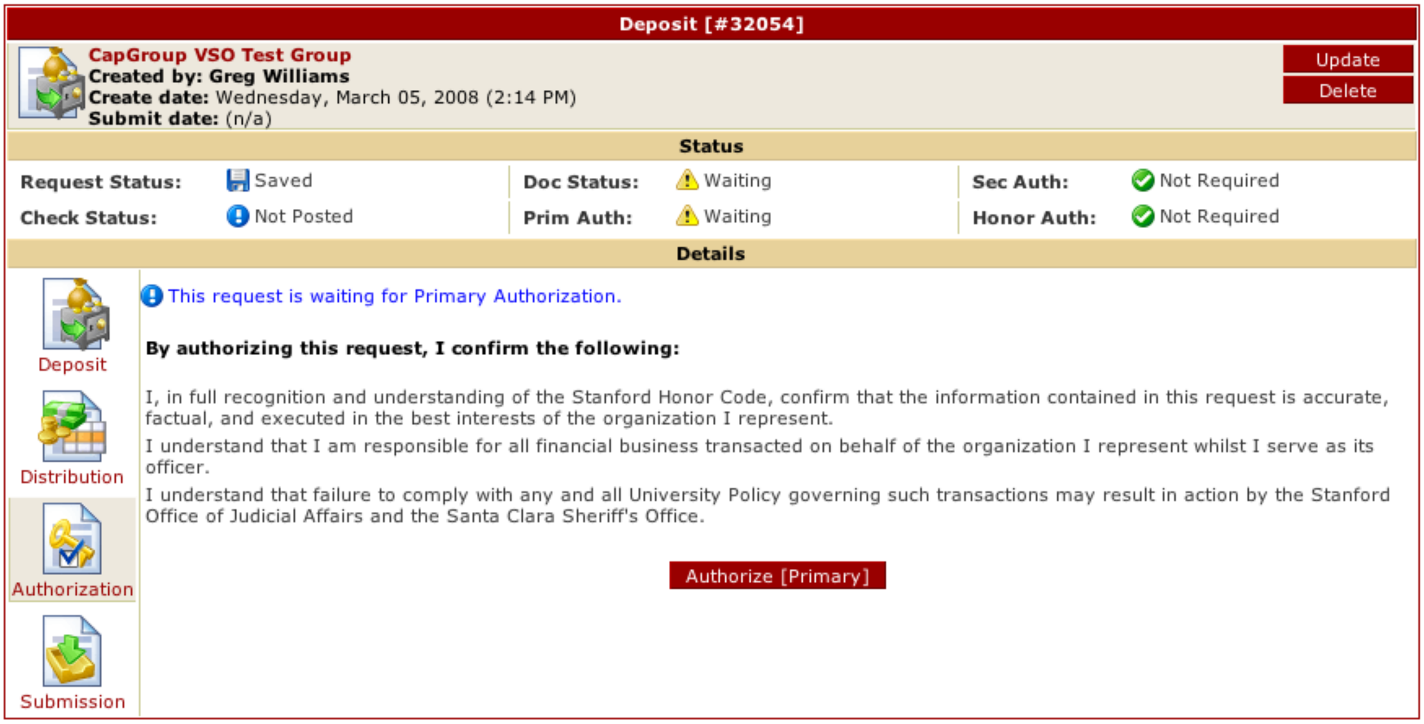
Deposits

- Now you can choose the account(s) that you want to deposit your funds into
- Unless you're clearing an Advance Payment, you will typically deposit into your 2800 (checking) account



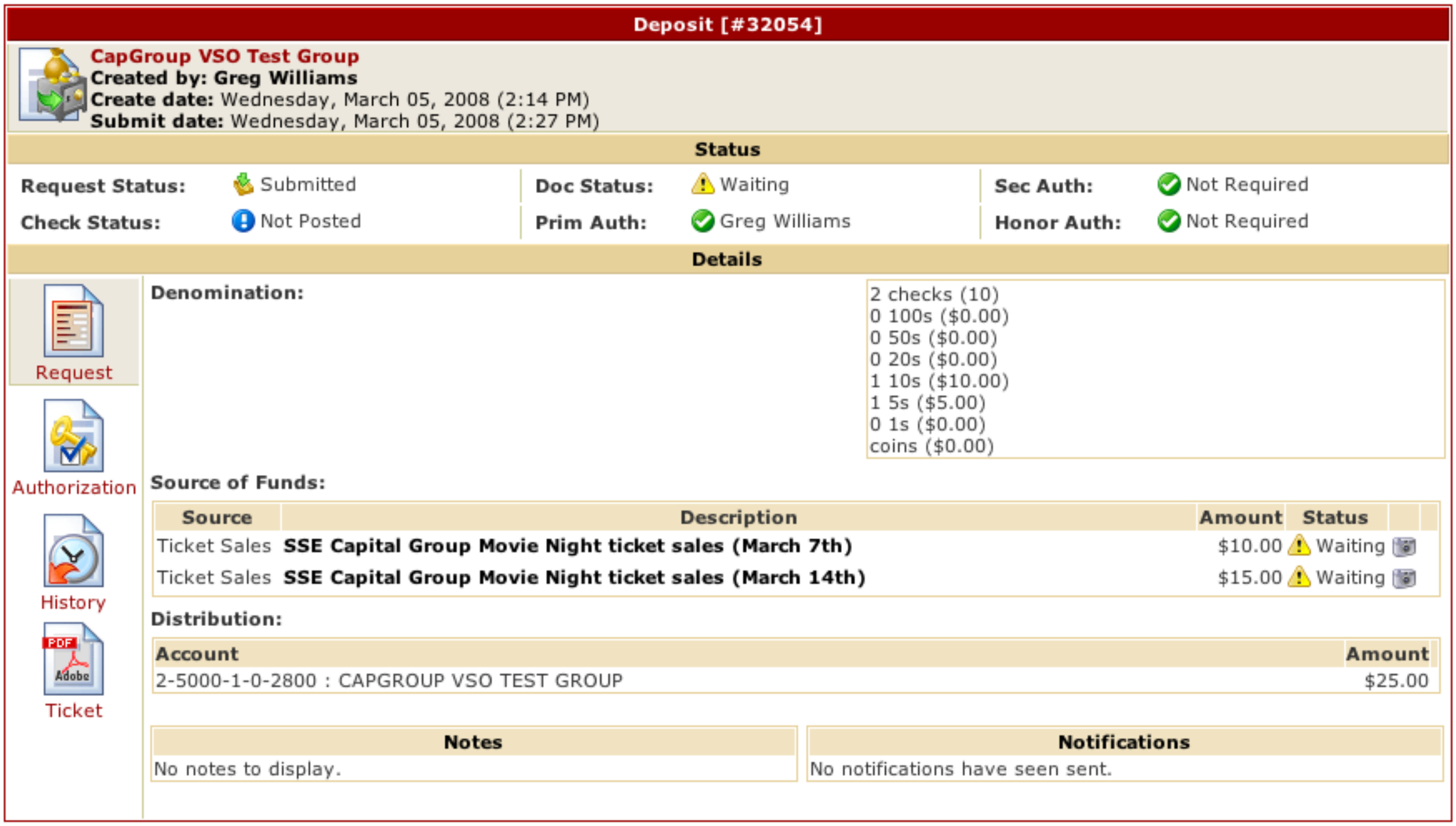
Deposits

- Authorize and Submit the Deposit if it is accurate and ready to be turned in to a Banking Associate



Deposits

- ‘Submitting’ the deposit will bring you to a page that summarizes your ‘Deposit’ request
- Click on the PDF icon to bring up the 2 request tickets that you will need to print



Deposit [#32054]

CapGroup VSO Test Group
Created by: Greg Williams
Create date: Wednesday, March 05, 2008 (2:14 PM)
Submit date: Wednesday, March 05, 2008 (2:27 PM)

Status

Request Status:	Submitted	**Doc Status:**	Waiting	**Sec Auth:**	Not Required
Check Status:	Not Posted	**Prim Auth:**	Greg Williams	**Honor Auth:**	Not Required

Details

Request

Authorization

History

Ticket

Denomination:

2 checks (10)
0 100s ($0.00)
0 50s ($0.00)
0 20s ($0.00)
1 10s ($10.00)
1 5s ($5.00)
0 1s ($0.00)
coins ($0.00)

Source of Funds:

Source	Description	Amount	Status
Ticket Sales	**SSE Capital Group Movie Night ticket sales (March 7th)**	$10.00	Waiting
Ticket Sales	**SSE Capital Group Movie Night ticket sales (March 14th)**	$15.00	Waiting

Distribution:

Account	Amount
2-5000-1-0-2800 : CAPGROUP VSO TEST GROUP	$25.00

Notes
No notes to display.

Notifications
No notifications have seen sent.

Deposits

- Print the 'Receipt' and 'Bank' copies of the PDF and hand them to a Banking Associate with your cash and/or checks (make sure the checks are endorsed with your 4-digit ASSU number)
- The Banking Associate will verify the amounts and hand you an initialed Receipt Copy

CapGroup VSO Test Group **#5000**

SSE Capital Group - A Division of Stanford Student Enterprises 3/5/2008

Request Type:	**Deposit**	Primary Authorization:	**unavailable**	Request ID:	**32054**
Request Status:	**Submitted**	Secondary Authorization:	**unavailable**		
Submit Date:	**3/5/2008 2:27:49PM**	Honorary Authorization:	**unavailable**		

CapGroup VSO Test Group
Associated Students of Stanford University
520 Lasuen Mall
Old Union, First Floor Room 103
Stanford, CA 94305
(650) 723-4331

Pay: NEGATIVE TWENTY-FIVE AND XX / 100 DOLLARS **$25.00**

To the order of: **CapGroup VSO Test Group**

Deposit Denomination: 2 Checks ($10)
0 100s ($0.00)
0 50s ($0.00)
0 20s ($0.00)
1 10s ($10.00)
1 5s ($5.00)
0 1s ($0.00)
Coins ($0.00)

Distribution:

2-5000-1-0-2800	CAPGROUP VSO TEST GROUP	$25.00

Deposit Sources:

Document Type	Doc #	Vendor	Description	Amount	Status
Ticket Sales			SSE Capital Group Movie Night ticket sales (March 7th)	$10.00	Waiting
Ticket Sales			SSE Capital Group Movie Night ticket sales (March 14th)	$15.00	Waiting

3/5/2008 **RECEIPT COPY** Page 2 of 2

CapGroup VSO Test Group **#5000**

SSE Capital Group - A Division of Stanford Student Enterprises 3/5/2008

Request Type:	**Deposit**	Primary Authorization:	**unavailable**	Request ID:	**32054**
Request Status:	**Submitted**	Secondary Authorization:	**unavailable**		
Submit Date:	**3/5/2008 2:27:49PM**	Honorary Authorization:	**unavailable**		

CapGroup VSO Test Group
Associated Students of Stanford University
520 Lasuen Mall
Old Union, First Floor Room 103
Stanford, CA 94305
(650) 723-4331

Pay: NEGATIVE TWENTY-FIVE AND XX / 100 DOLLARS **$25.00**

To the order of: **CapGroup VSO Test Group**

Deposit Denomination: 2 Checks ($10)
0 100s ($0.00)
0 50s ($0.00)
0 20s ($0.00)
1 10s ($10.00)
1 5s ($5.00)
0 1s ($0.00)
Coins ($0.00)

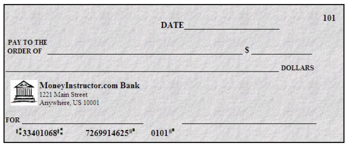
Distribution:

2-5000-1-0-2800	CAPGROUP VSO TEST GROUP	$25.00

Deposit Sources:

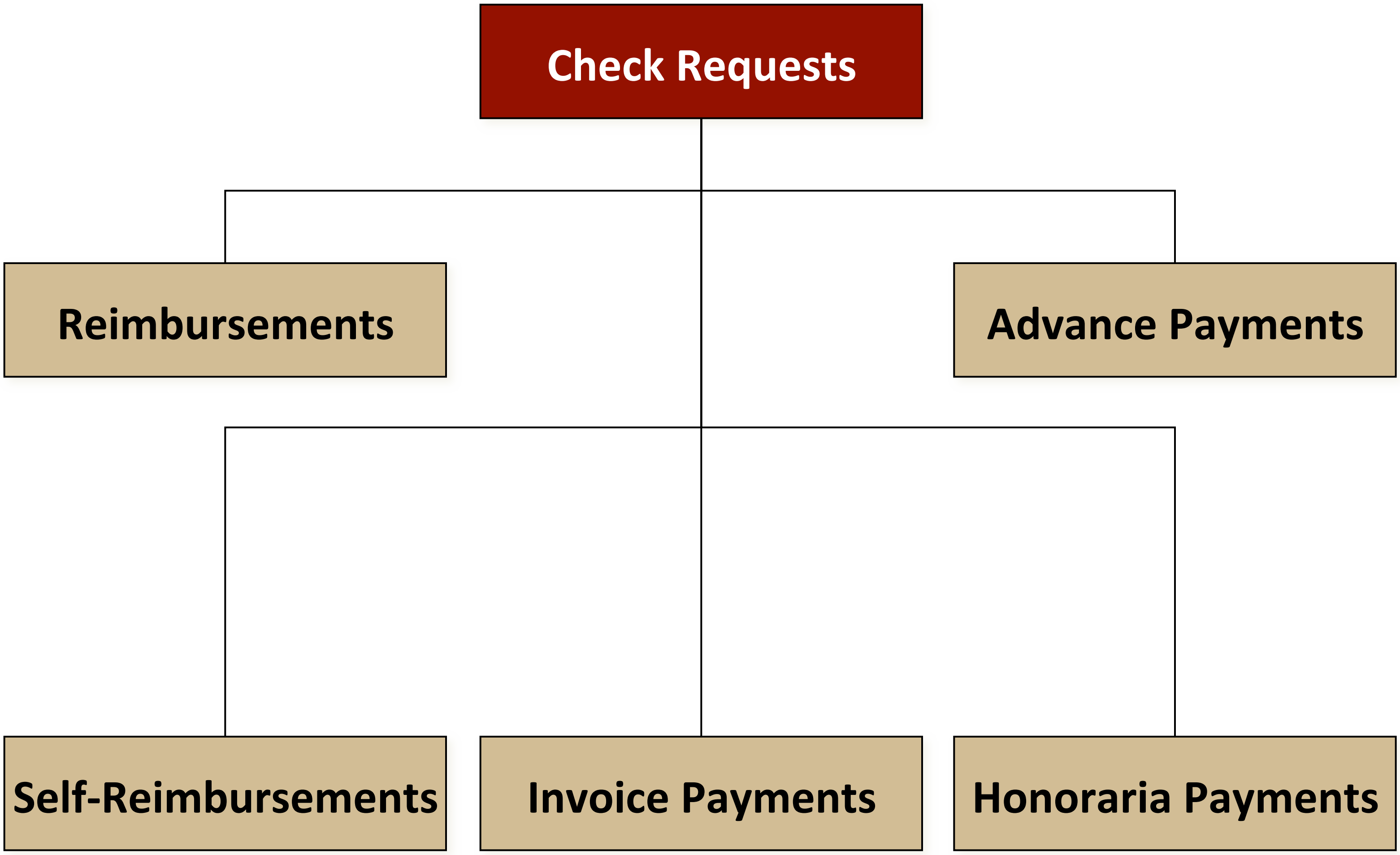
Document Type	Doc #	Vendor	Description	Amount	Status
Ticket Sales			SSE Capital Group Movie Night ticket sales (March 7th)	$10.00	Waiting
Ticket Sales			SSE Capital Group Movie Night ticket sales (March 14th)	$15.00	Waiting

3/5/2008 **BANK COPY** Page 1 of 2



101
DATE ____
PAY TO THE ORDER OF ____ $ ____
____ DOLLARS
MoneyInstructor.com Bank
1221 Main Street
Anywhere, US 10001
FOR ____
⑆33401068⑆ 7269914625⑈ 0101⑈

Check Requests



Check Requests - Reimbursements

Purpose:

- To reimburse someone for something that has already been paid for

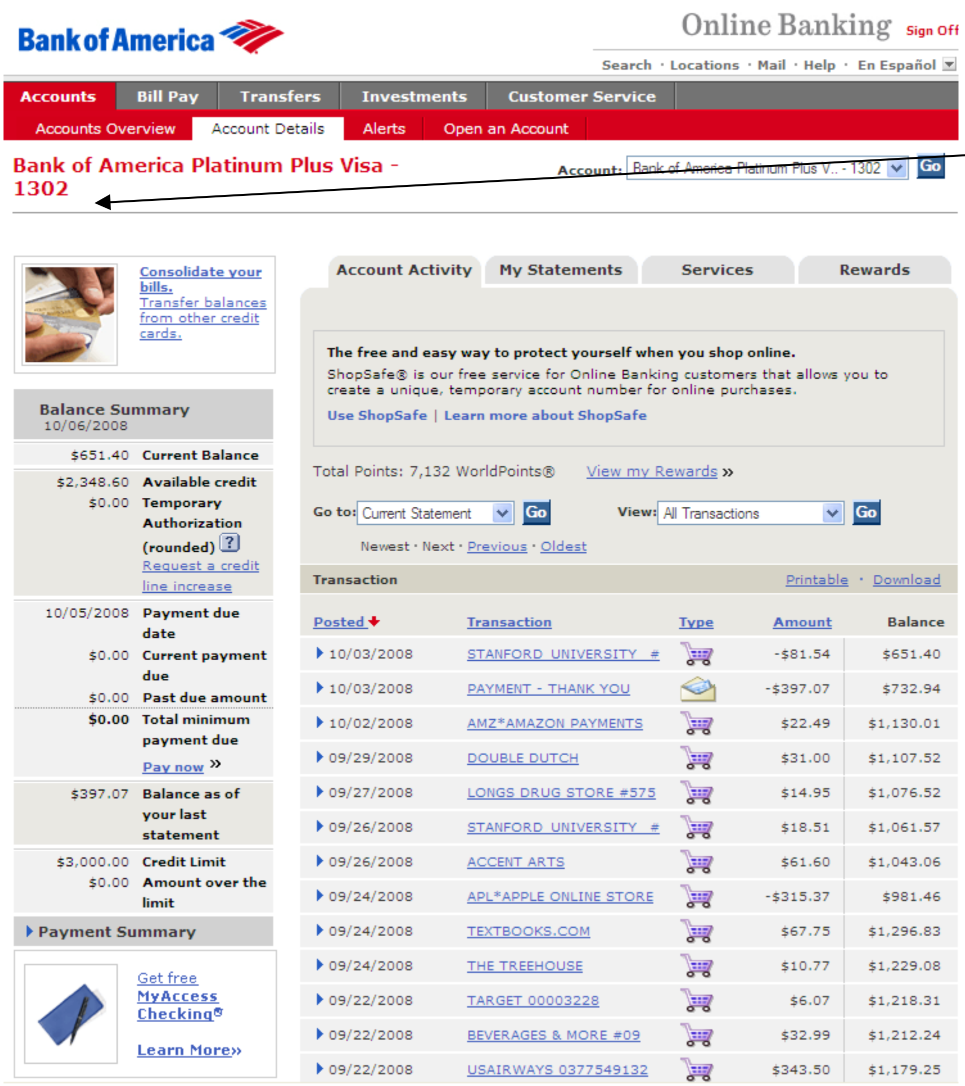
Processing Time:

- 3-5 days from date of submission

Documentation (see Appendix for Documentation Guideline):

- Documentation must show proof of payment and detail what was paid for (receipts must be itemized)
    - The only exception is for restaurants being paid out of the 2800 account
- Documentation must include one or more of the following:
    - Receipt
    - Lost Receipt
    - Invoice with cancelled check or credit card statement (credit card statements must be complete and show the payee's name)
        - Bank statements for debit card or check purchases are also allowed
        - If a check was used for payment, we must have a scan of both the front and the back of the check
        - If a purchase was made with cash, please note that on the request ticket Cash invoice payments are subject to strict scrutiny. Large cash payments will require a bank statement showing cash withdrawal and payee's name.
    - Honorarium with cancelled check

Check Requests – Credit Card Statements



Bank of America | Online Banking | Sign Off

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Accounts | Bill Pay | Transfers | Investments | Customer Service

Accounts Overview | Account Details | Alerts | Open an Account

Bank of America Platinum Plus Visa - 1302

Account: Bank of America Platinum Plus V... - 1302 Go

Consolidate your bills. Transfer balances from other credit cards.

Balance Summary 10/06/2008

$651.40	Current Balance
$2,348.60	Available credit
$0.00	Temporary Authorization (rounded)
	Request a credit line increase
10/05/2008	Payment due date
$0.00	Current payment due
$0.00	Past due amount
$0.00	Total minimum payment due
	Pay now »
$397.07	Balance as of your last statement
$3,000.00	Credit Limit
$0.00	Amount over the limit

Payment Summary

Get free MyAccess Checking® Learn More»

Account Activity | My Statements | Services | Rewards

The free and easy way to protect yourself when you shop online.
ShopSafe® is our free service for Online Banking customers that allows you to create a unique, temporary account number for online purchases.
Use ShopSafe | Learn more about ShopSafe

Total Points: 7,132 WorldPoints® View my Rewards »

Go to: Current Statement Go View: All Transactions Go

Newest · Next · Previous · Oldest

Transaction Printable · Download

Posted	Transaction	Type	Amount	Balance
10/03/2008	STANFORD UNIVERSITY #		-$81.54	$651.40
10/03/2008	PAYMENT - THANK YOU		-$397.07	$732.94
10/02/2008	AMZ*AMAZON PAYMENTS		$22.49	$1,130.01
09/29/2008	DOUBLE DUTCH		$31.00	$1,107.52
09/27/2008	LONGS DRUG STORE #575		$14.95	$1,076.52
09/26/2008	STANFORD UNIVERSITY #		$18.51	$1,061.57
09/26/2008	ACCENT ARTS		$61.60	$1,043.06
09/24/2008	APL*APPLE ONLINE STORE		-$315.37	$981.46
09/24/2008	TEXTBOOKS.COM		$67.75	$1,296.83
09/24/2008	THE TREEHOUSE		$10.77	$1,229.08
09/22/2008	TARGET 00003228		$6.07	$1,218.31
09/22/2008	BEVERAGES & MORE #09		$32.99	$1,212.24
09/22/2008	USAIRWAYS 0377549132		$343.50	$1,179.25

Notice that the cardholder's name is NOT on this printout. Sometimes it will be. If it is, the printout will serve as sufficient additional documentation to an invoice. If, as in this case, the name is not shown, you also need to include a copy of the card which a) matches the number on the printout, and b) matches the name of the payee on the invoice.

Check Requests – Check/Bank Statement

Back of check showing that it has been cashed is crucial; just the carbon copy from your checkbook will not be sufficient. Any major bank should have this available on their website.

Online Services - Online Image https://icid.wachovia.com/webapp/icid_app/servlet/Titanium

WACHOVIA

ONLINE IMAGE

Account Number: [redacted]75

Check Number	Amount	Date Posted
1066	$85.00	01/17/2008

Check Requests – Mileage Reimbursements

Purpose:

- To reimburse someone for the use of their gasoline and the depreciation of their vehicle on a organization trip

Documentation:

- Printed itinerary from Google Maps, Mapquest, etc that shows the total number of miles driven

Additional Information:

- Multiply the total miles driven by the IRS Standard Mileage Rate (55¢ per mile) to determine the maximum amount of the reimbursement
- Include the travel date(s) in the ‘Description’ section

Check Requests – Airfare Reimbursements

Purpose:

- To reimburse someone for their airfare purchase(s) on behalf of your organization

Documentation:

- Printed itinerary showing passenger name, date of travel, and origin/destination
- Proof of Payment such as CC statement

Additional Information:

- Airfare transactions always required a credit card statement because of how often they are canceled/rescheduled. An online receipt (Orbitz, Travelocity, etc) is not sufficient.

Check Requests – Self-Reimbursement

Purpose:

▪ To reimburse yourself or a family member for something that has already been paid for on the behalf of your organization

Processing Time:

• 3-5 days from date submitted

Documentation:

▪ Documentation must show proof of payment and detail what was paid for (receipts must be itemized)
  ▪The only exception is for restaurants being paid out of the 2800 account
▪ Documentation must include one or more of the following:
  ▪ Receipt
  ▪ Lost Receipt
  ▪ Invoice with cancelled check or credit card statement (credit card statements must be complete and show the payee's name)
    ▪Bank statements for debit card or check purchases are also allowed
    ▪If a check was used for payment, we must have a scan of both the front and the back of the check
    ▪If a check was paid with cash, please note that on the request ticket (Cash invoice payments are subject to strict scrutiny)
  ▪ Honorarium with cancelled check

Additional Information:

▪ Self-Reimbursements require Secondary Authorization
▪ When you submit a Self-Reimbursement, your Secondary Officer (by default, your organization's President) receives an email notification with instructions for authorizing the request
▪ Self-Reimbursements turned in to CapGroup that lack Secondary Authorization are held at the office in a bin called 'Awaiting Secondary Authorization'
▪ Requests in the 'Awaiting Secondary Authorization' bin are reviewed once each day to check for updated authorizations
▪ If a family member (most often your mother or father) paid for something for your group, you should complete a Self-Reimbursement and then give your money back to him/her

Check Requests – Invoice Payments

Purpose:

- To pay a vendor directly (invoices can most simply be thought of as bills)

Processing Time:

- 1 week from date submitted

Documentation:

- Invoice

OR

- Contract

Additional Information:

- If a business performs services for your group, the business should be paid through an Invoice Payment, not an Honorarium (CapGroup does not require tax information for businesses since businesses report their own income)
- Individuals who are registered as businesses must provide their Federal Tax ID in order to be paid through an Invoice Payment rather than an Honorarium Payment

Check Requests – Honoraria Payments

Purpose:

▪ To pay an individual who performs a service for your organization (i.e. coaching your sports team, DJing your party, etc.) and is not on your regular payroll

Processing Time:

• 1 week from date submitted

Documentation:

▪ Electronic honorarium authorization (*recommended*)
OR
▪ Paper honorarium form (for honoraria recipients without email addresses, and Advance Honoraria)

Additional Information:

▪ We require the payee's full name, Social Security Number, permanent address, phone number and email address for all Honoraria Payments
▪ Payment for services provided to your organization qualifies as taxable income that SSE Capital Group is required to report to the IRS
▪ If a business, rather than an individual, provides services to your organization, you should pay that business through an Invoice Payment, since businesses are responsible for reporting their own income
▪ Individuals who are registered as businesses must provide their Federal Tax ID in order to be paid through an Invoice Payment rather than an Honorarium Payment
▪ Honorarium Payments are also known as 1099 Contractor Payments
▪ If the Honorarium Payment recipient does not have a Social Security Number, that recipient must apply for a temporary one at www.ssa.gov
▪ Groups or organizations can be paid through Honoraria Payments only if the check is made out to an individual in that group or organization who is willing to take tax responsibility for the earnings

Check Requests – Advance Payment

Purpose:

- To make a payment before you have the documentation to support it

Processing Time:

- 1 week from date submitted

Documentation:

Creation:

- No documentation is required for an Advance Payment check to be printed
- You do not need to submit a physical request ticket in the ASSU/SSE office

Clearing:

- Documentation must show proof of payment and detail what was paid for
- Documentation must include one or more of the following:
    - Receipt
    - Lost Receipt
    - Honorarium form
    - Deposit

Additional Information:

- Advance Payments must be cleared within 14 calendar days of the check print date, or else your organization's account will be frozen until it is cleared
- When making the request, you must describe what will be purchased and the type of documentation that you will use to clear the Advance Payment
- If you use an Advance Honorarium, you must use a paper honorarium form to clear the Advance Payment (this practice is strongly discouraged)
- If your group is making a donation to an approved charity you will need to turn in a letter of approval from the SAL to have the check created and a letter from the charity acknowledging the reception of the check to clear the advance. When submitting the request, you should create two documentation items – one for the SAL Approval letter and the other for the reception letter

Check Requests – Making Donations

Making a donation to an off-campus organization is a four-step process:

(1) First consult your organization's SAL advisor to ensure that the donation will be approved by the SAL.

(2) Next, file an Advance Payment request online, making it payable to the party to which the donation is being made.

(3) Then, acquire an email or signature from the SAL that approves the Advance Payment and submit the SAL-approved request ticket at the CapGroup office.

(4) Clear the advance within 14 calendar days of the date of the check being posted by submitting to SSE Capital Group a letter from the donation-receiving party that acknowledges its receipt of the donation and includes their letterhead and Federal Tax ID. Make sure to speak to a Banking Associate before submitting the documentation, and tell the Banking Associate that you would like to clear an advance.

Filing a Reimbursement

Reimbursement – Payee

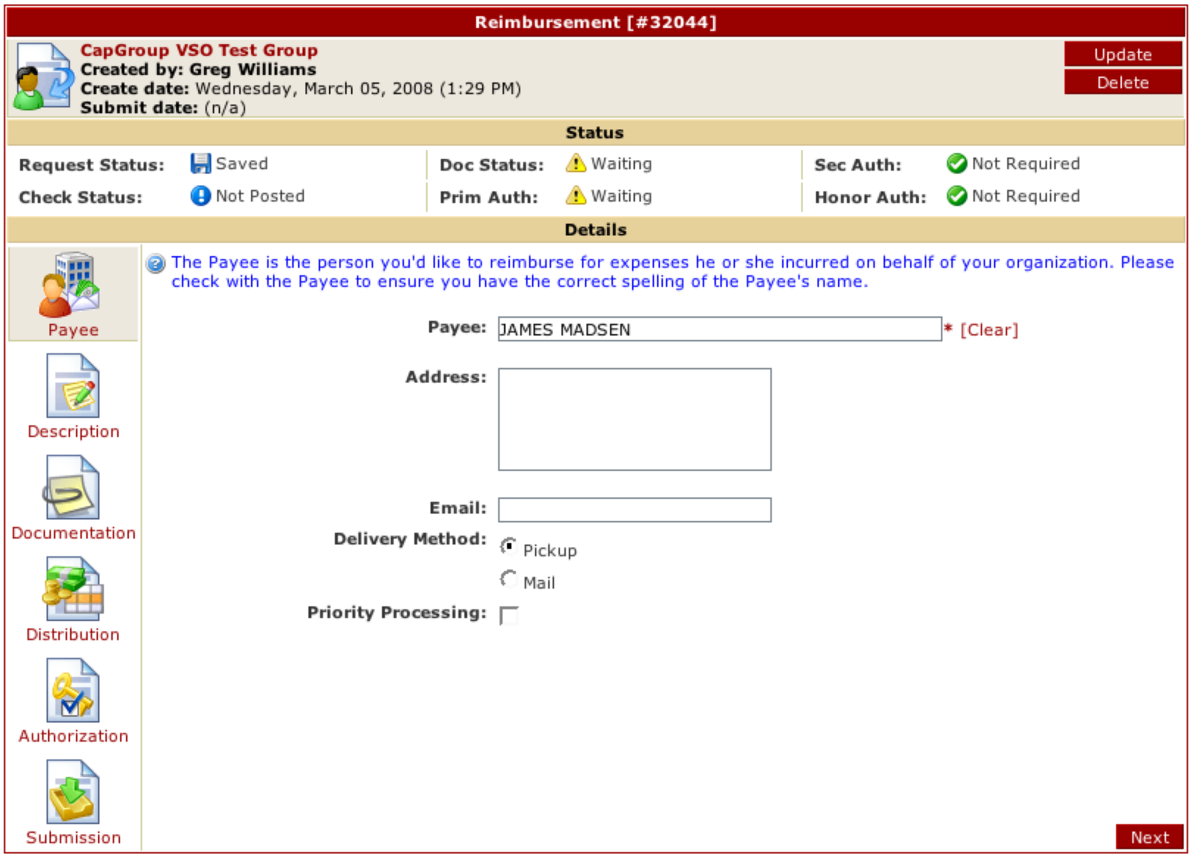
Payee field: This is the name that will appear on the check, the name of the person being reimbursed

Address field: If you would like to have a check mailed to someone, fill out their complete address here. If you are having a check mailed to a PO Box on campus, you must state that it is Stanford, CA 94309. Please don't fill out the address field if you are going to have the check held for pick-up.

Email: The email address of the person being reimbursed. They will receive an email when the check is ready for pick-up or has been mailed

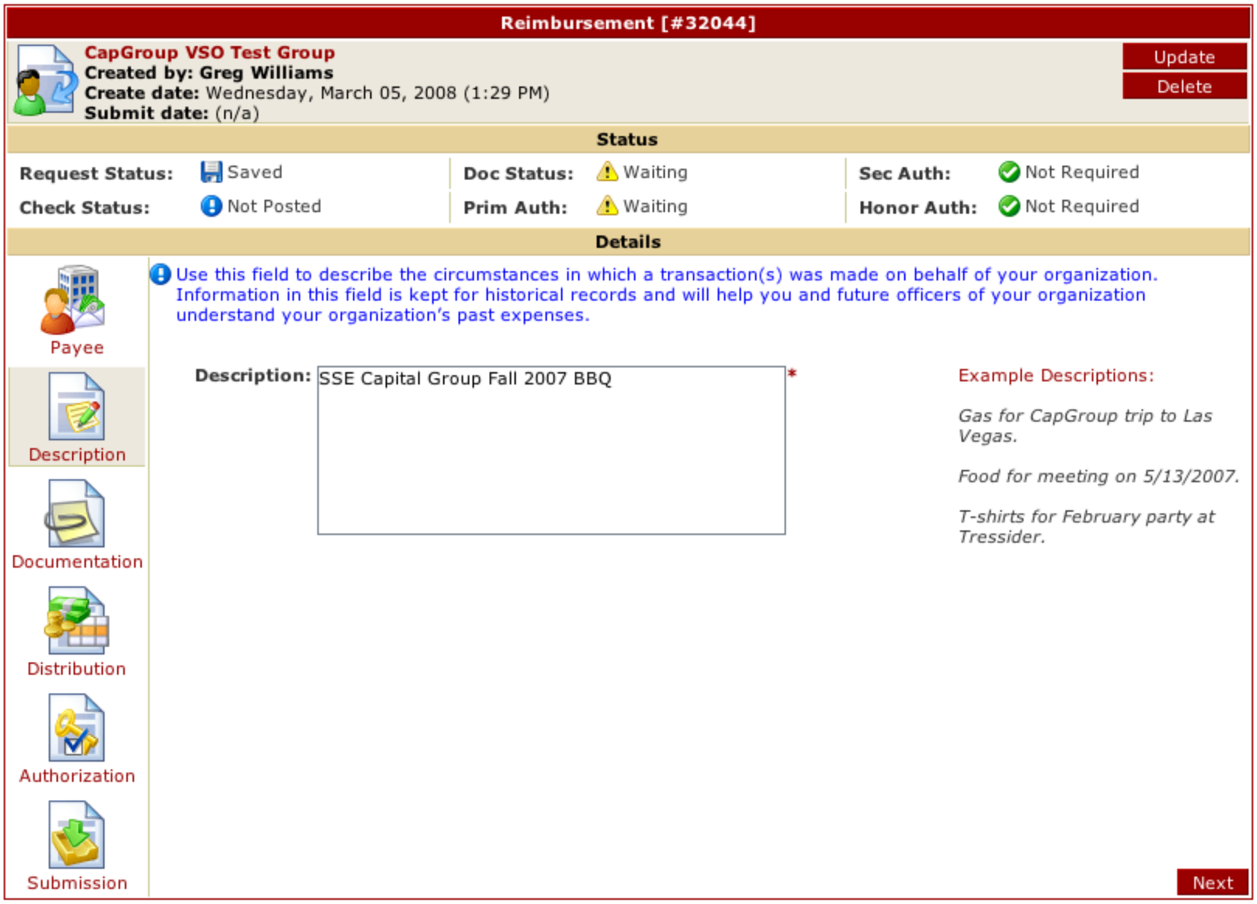
Delivery Method: If you select pick-up, the check will be held at the SSE office for the recipient or the financial officer to pick-up. If you select Mail it will be mailed anywhere in the world.

Priority Processing: If you need a check cut the same day or the next business day, you can do so for a $35 fee. Check the priority processing box, indicate when you need it by, and deliver that request directly to a banking associate or call (650) 375-2479 (front desk) to make sure we are aware of it.



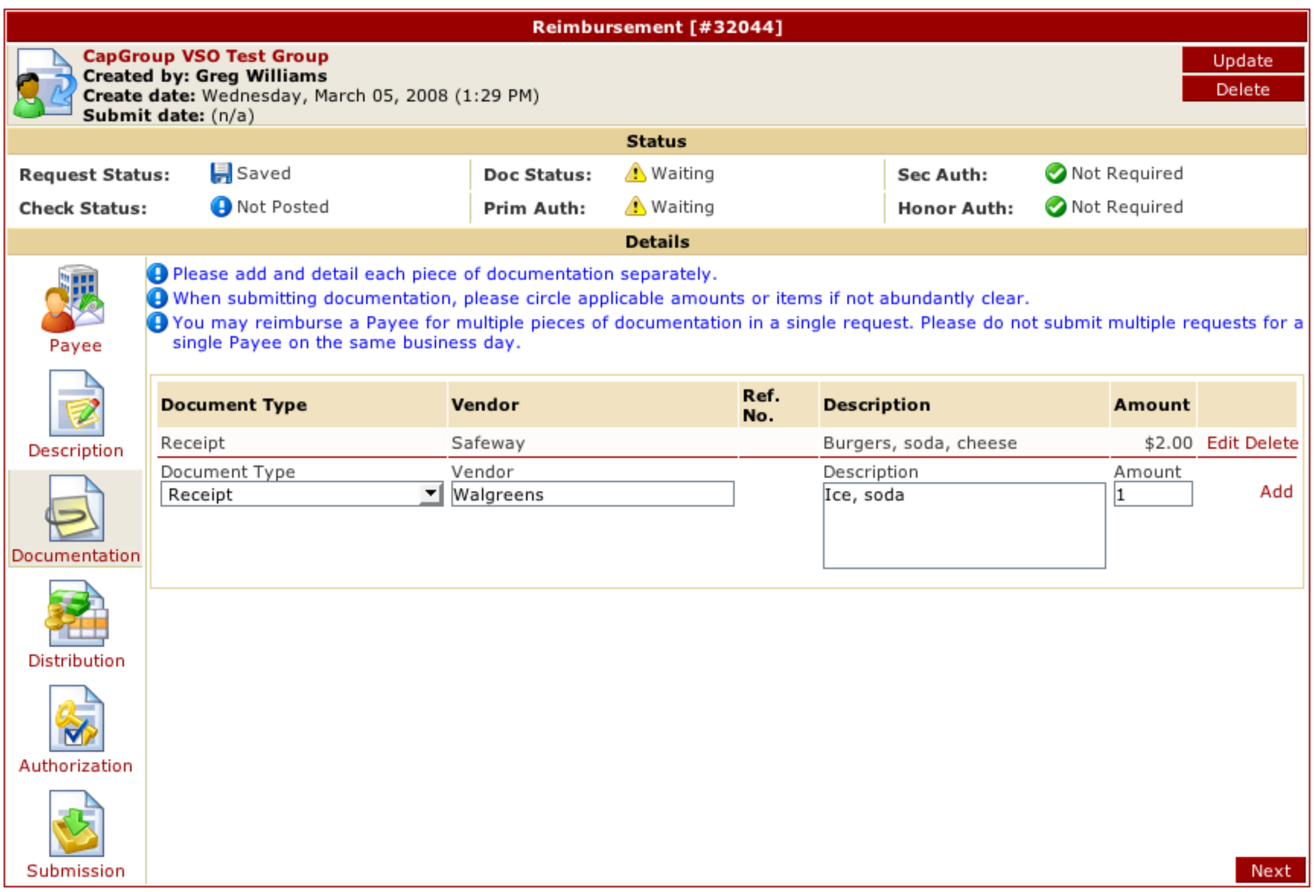
Reimbursement - Description

- This field is designed to help you, and future FOs of your organization, track the reasons for your expenses
- Appropriate information can include, but is not limited to, the name and date of an event
- Specifics regarding exactly what was purchased are not necessary in this field, but try to provide an idea of why the expense was incurred
- Any special instructions (such as allowing people other than the recipient or the financial officer to pick-up the check or referencing a previously submitted request) should be noted in the description



Reimbursement - Documentation

- Describe each piece of documentation you'll submit to us in detail
  - Each separate receipt should be submitted as a separate documentation line item
  - You can submit multiple documentation line items on the same reimbursement
- The Vendor is the store or service provider
- In the Description section, please describe in detail what purchases are being reimbursed. Note any personal expenses on the receipt that are not being reimbursed
- You can upload documentation directly to the request by selecting a file from your computer on this page.
- Click 'Add' for each piece of documentation that you want to be recognized on this request
- **Do not submit multiple requests for the same person on the same day. They will be rejected. Attach all receipts for one individual on the same reimbursement, with each receipt on a separate line item.**



Reimbursement - Distribution

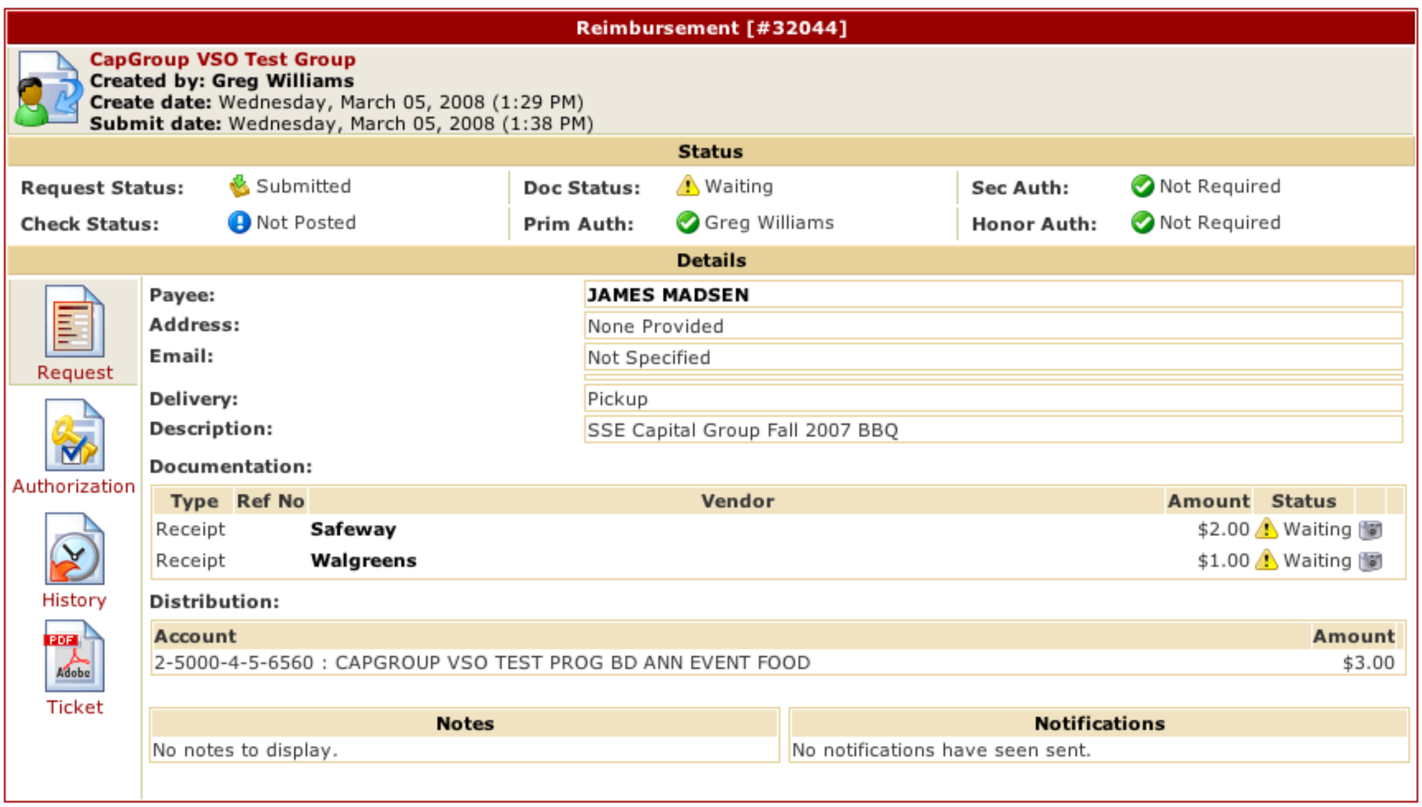
- With the drop-down menu, select the account you wish to draw from
  - There are assorted stipulations attached to funded accounts. Funded accounts are accounts that have numbers that do not end in 2800
- Type in how much you want to draw from the account and click 'Add'
- If you wish to draw from multiple accounts, repeat the process described above
  - You can use a combination of funded and non-funded accounts on the same reimbursement
- If you're drawing from funded accounts, please be careful to ensure that you're adhering to the policies governing their use
- The 'Sum of Supporting Documentation' equals the sum of the total amounts you entered in the Documentation section
- The 'Sum of Distribution' equals the sum of the amounts entered on the Distribution page and is the amount that will appear on the check
- The 'Sum of Supporting Documentation' must be greater than or equal to the 'Sum of Distribution'

Reimbursement – Authorization and Submission

- Click 'Authorize' and then, on the next page, 'Submit'
- Please note that the 'Request Status' of your requests must be 'Submitted' for you to turn it into SSE Capital Group for processing; if the 'Request Status' is 'Saved', your request will not be processed

Reimbursement - Summary

- ‘Submitting’ the reimbursement will bring you to a page that summarizes your reimbursement request
- If the Doc Status indicates that your request is “waiting” then we will not be able to see that your request is ready for processing. You can scan in the documents yourself from this page, or click on the PDF icon in the bottom right corner to bring up the request ticket that you will print, attach documentation to, and turn in at the SSE office front desk.



Reimbursement [#32044]

CapGroup VSO Test Group
Created by: Greg Williams
Create date: Wednesday, March 05, 2008 (1:29 PM)
Submit date: Wednesday, March 05, 2008 (1:38 PM)

Status

Request Status:	Submitted	**Doc Status:**	Waiting	**Sec Auth:**	Not Required
Check Status:	Not Posted	**Prim Auth:**	Greg Williams	**Honor Auth:**	Not Required

Details

Request
Authorization
History
Ticket

Payee:	**JAMES MADSEN**
Address:	None Provided
Email:	Not Specified
Delivery:	Pickup
Description:	SSE Capital Group Fall 2007 BBQ

Documentation:

Type	Ref No	Vendor	Amount	Status
Receipt		**Safeway**	$2.00	Waiting
Receipt		**Walgreens**	$1.00	Waiting

Distribution:

Account	Amount
2-5000-4-5-6560 : CAPGROUP VSO TEST PROG BD ANN EVENT FOOD	$3.00

Notes	Notifications
No notes to display.	No notifications have seen sent.

Reimbursement – Request Ticket

- Print the PDF request ticket, attach the relevant documentation, and submit at the ASSU/SSE office (if you have not uploaded documentation online).

CapGroup VSO Test Group **#5000**

SSE Capital Group - A Division of Stanford Student Enterprises 3/5/2008

Request Type: **Reimbursement** Submit Date: **3/5/2008 1:38:16PM** Request ID: **32044**

CapGroup VSO Test Group
Associated Students of Stanford University
520 Lasuen Mall
Old Union, First Floor Room 103
Stanford, CA 94305
(650) 723-4331

Pay: THREE AND XX / 100 DOLLARS **$3.00**

To the order of: **JAMES MADSEN**

Delivery Method: Pickup

Description:

SSE Capital Group Fall 2007 BBQ

Distribution:

2-5000-4-5-6560	CAPGROUP VSO TEST PROG BD ANN EVENT FOOD	$3.00

Documentation: (please paperclip to this ticket - DO NOT STAPLE)

Document Type	Ref No	Vendor	Description	Amount	Status
Receipt		Safeway	Burgers, soda, cheese	$2.00	Waiting
Receipt		Walgreens	Ice, soda	$1.00	Waiting

3/5/2008 Page 1 of 1

Reimbursement – Stop Payment Requests

Purpose:

- To halt the payment of a check mistakenly issued by your organization or to allow for the reissue of a lost check issued by your organization

Processing Time:

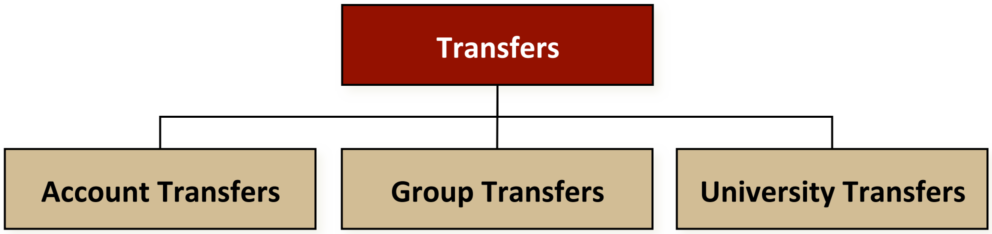
- Stop Payment: 3 business days
- Stop Payment and Reissue: 5 business days

Additional Information:

- Stop Payment for a check that has not been lost is not assessed a fee if the check is returned to the SSE Capital Group office
- Stop Payment for a lost check is assessed a $25 fee, which can be deducted from your organization's account or from the amount of the check
- Payees may request a Stop Payment if the $25 fee is to be deducted from the amount of the check
- Any Stop Payment that calls for the $25 fee to be deducted from your organization's account must be approved by you

Transfers

Transfers



Account Transfers – To transfer money within your group's own accounts
Group Transfers – To transfer money to another group within the ASSU system
University Transfers – To transfer money to a university department or vendor

Transfers – Account Transfers

Purpose:

▪ To transfer funds within your organization's accounts, from a non-funded account to another non-funded account (i.e. Savings to Checking, or Checking to Savings)

▪ To transfer funds within your organization's account, from a funded account to a non-funded account, when the non-funded account has already been used to pay for something that could have been paid for from the funded account

Processing Time:

▪1-2 weeks

Documentation:

▪ No paper documentation is required to complete an Account Transfer
▪ You do not need to submit a paper copy of the Account Transfer request ticket to CapGroup
▪ You must include the Request ID # of the request from the non-funded account for funded to non-funded transfers in the 'Description' section

Additional Information:

▪ Organizations are limited to 3 Savings to Checking or Checking to Savings transfers per month
▪ If you wish to transfer funds from a funded account to another funded account, you must submit a funding application on the 'Funding' section of the capitalgroup.stanford.edu site, which is subject to approval by the ASSU Appropriations Committee

Transfers – Group Transfers

Purpose:

- To transfer funds to another organization

Processing Time:

- Outgoing: 1-2 weeks
- Incoming: 1-2 weeks

Documentation:

- Confirmation email between FOs of each organization detailing reasons for transfer

OR

- Event flyer from co-sponsored event including date, location, and description of event

OR

- Invoice from organization or SSE
    - Payments to the Stanford Store or Custom Products should be done as Group Transfers

Transfers – University Transfers

Purpose:

▪ To transfer funds to and from a university department (university departments do not have ASSU accounts)

Processing Time:

Outgoing:

- CapGroup Approval: 1-2 weeks
- University Department Approval: ask your university department contact
- Transfers post to your account upon the university department's approval

Incoming:

- University Department Approval: ask your university department contact
- CapGroup Reconciliation: Biweekly
- Transfers post to your account upon CapGroup's reconciliation, but CapGroup's reconciliation depends on the prior approval of the university department

Documentation:

▪ Invoice from university department

OR

▪ Event flyer (for co-sponsored events)

Additional Information:

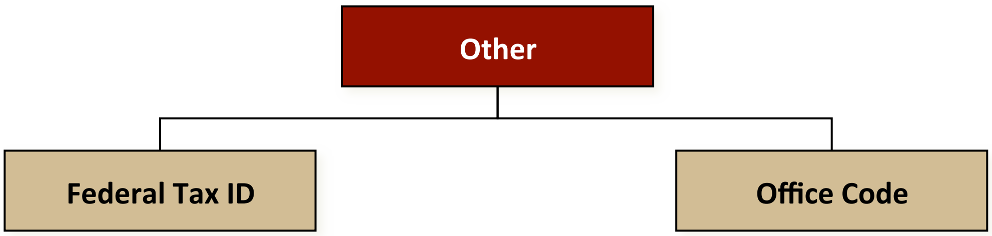
▪ Incoming University Transfers are initiated by the university department and cannot be executed by you on the capitalgroup.stanford.edu website

▪ In order to receive University Transfers, you will need to give your university department contact the ASSU's PTAE information and approver name

- ASSU's PTAE Number:1056598-1-ZBABS-24400
- ASSU Approver Name: O'Neil Patrick

▪In order to execute an outgoing University Transfer on the capitalgroup.stanford.edu website, you will need to acquire the university department's PTAE and approver information

Other Requests



Employee Information

Other – Office Codes

- The CapGroup office has copy and postage facilities available for use by all student organizations
- Codes are required to use these facilities
- You can request an Office Code on the capitalgroup.stanford.edu site, where you will be asked to create your own 5-digit PIN

COPIES: 10 ¢ per black & white copy

POSTAGE: standard USPS pricing

PROCESSING TIME:

- Office Code requests are processed Next Day (A.M.)
- Charges for the use of copy and postage facilities will be posted to your organization's account monthly

ADDITIONAL INFORMATION:

- You are responsible for keeping your 5-digit PIN confidential

Other – Federal Tax ID Code

Purpose:

- To verify your organization's non-profit status with outside parties, who may occasionally request your organization's Federal Tax ID (W9)

Processing Time:

- Allow 1-2 weeks
- Contact Office Supervisor Kristen Bautista if you need more specific guidance

Additional Information:

- ASSU has a single Federal Tax ID that it distributes to requesting parties
- ASSU's Federal Tax ID is always given directly to the requesting party and is never given directly to student organizations for security reasons
- Federal Tax IDs are most commonly requested when your organization charges an outside party for a performance or service, or when your organization receives a donation
- If your organization is receiving a donation for which you need to provide a Federal Tax ID, please contact the Office of Development (see the Receiving Donations page)

Other – Payroll Requests

Purpose:

▪ To pay employees of your organization who are paid on a regular basis

Processing Time:

▪ Payroll Requests submitted by the 1st of the month will be ready for the 7th, and those submitted by the 16th will be ready for the 22nd

Additional Information:

▪ You must submit a Payroll Request ticket for each employee you want to pay, each time you want to pay them through payroll
▪ Payroll checks are issued on the 7th and 22nd of each month and are available after 10:00AM.
▪ If the 7th or 22nd falls on a weekend, the pay date will be the Friday prior
▪ Employees are paid on the 7th for work from the 16th to the end of the month, and paid on the 22nd for work from the 1st to the 15th of the month
▪ For a new employee, you must submit an ASSU Employee Info Packet to Capital Group before that employee can be paid
▪ If an employee will be paid multiple times throughout a quarter, you have the option of submitting a spreadsheet to Capital Group on a quarterly basis that details the employee's pay for the quarter

Direct Deposit for Employees

▪ Certain organizations may have employees on payroll

▪ Employees on payroll have the option of enrolling in Direct Deposit

▪ Instead of receiving checks on paydays, employees enrolled in Direct Deposit receive electronic payments directly in their checking or savings accounts

▪ Employees enrolled in Direct Deposit can pick up their earnings statements at the CapGroup office on regular pay dates

▪ Employees can apply for Direct Deposit by picking up a Direct Deposit form at the CapGroup office and returning the completed form with a voided check

▪ Direct Deposit takes one full pay period to activate

▪ Direct Deposit forms turned in by the 1st of the month will apply to the pay period for the 22nd, and forms turned in by the 15th will apply to the pay period for the 7th

Event Planning

Other – Payroll Requests

Reserve space

Identify relevant vendors

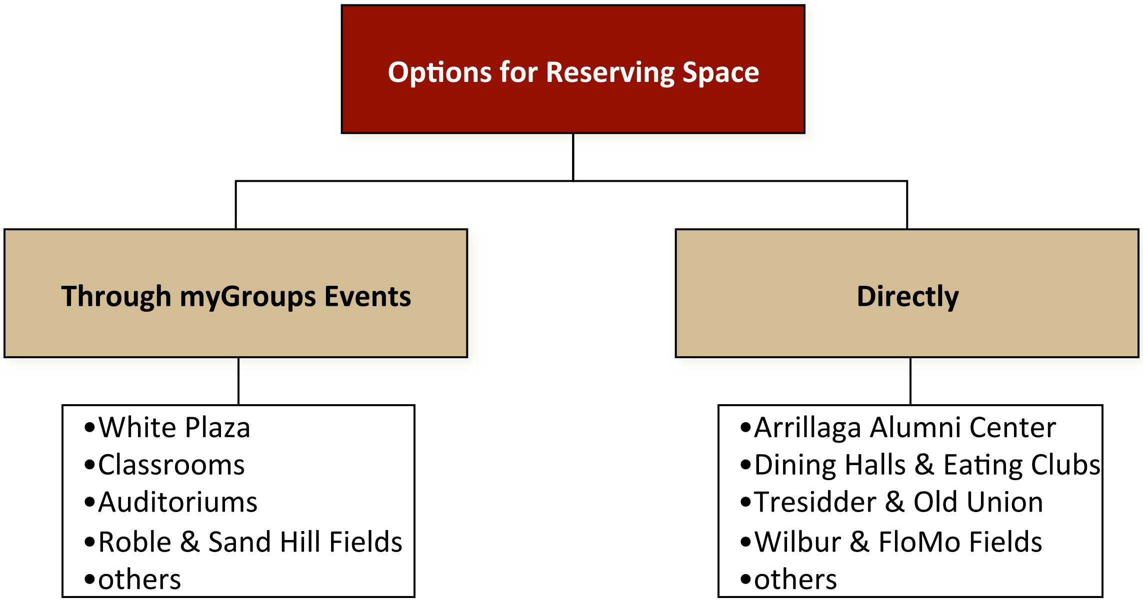
Obtain estimate

Submit paperwork to SSE Capital Group

Ensure delivery of paperwork to vendors

Note: extensive Event Planning guidelines are available at SAL.stanford.edu

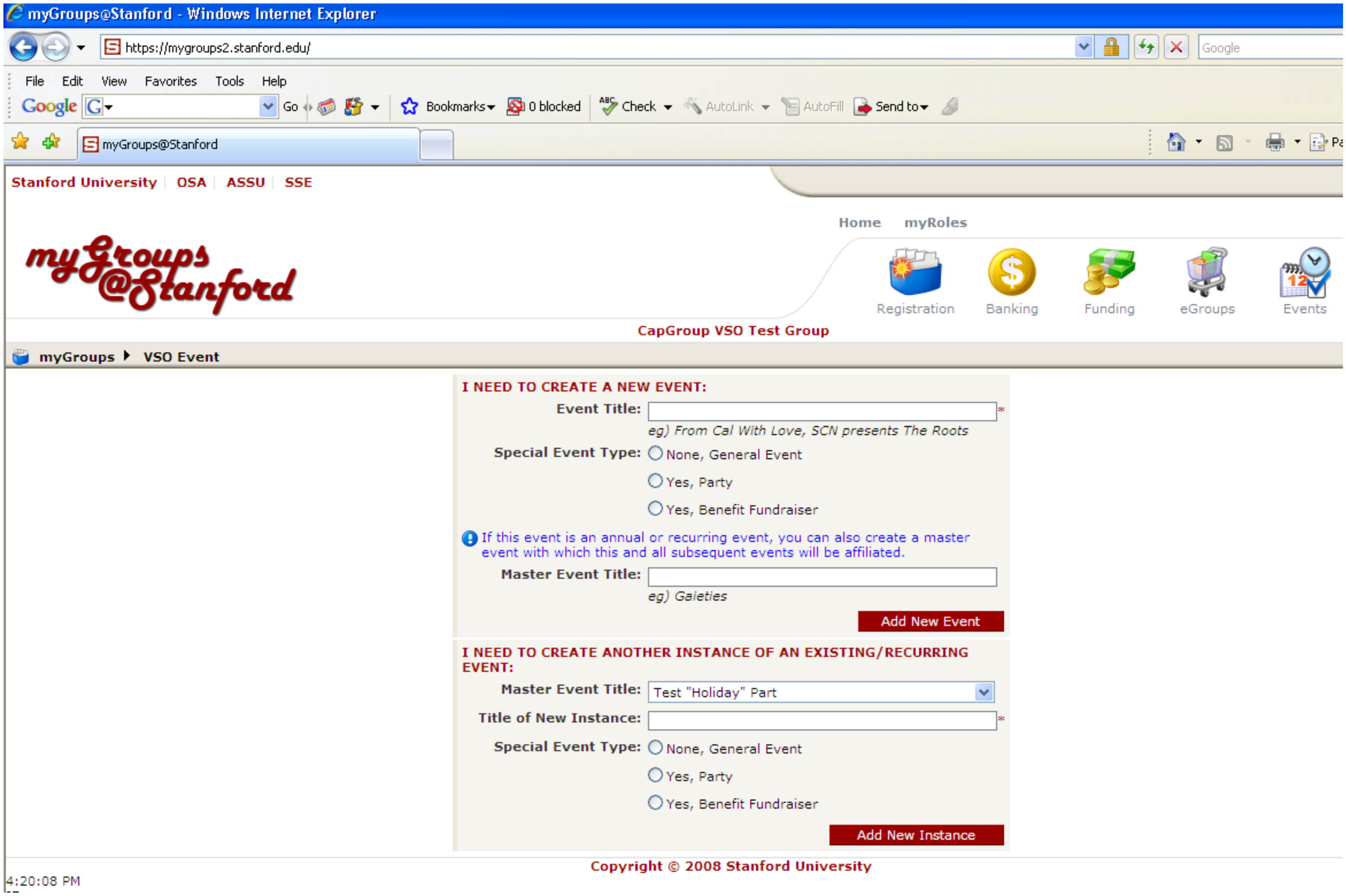
Options for Reserving Space



- Event Requests must be submitted at least 7 days prior to the event
- Anyone listed on your organization's registration can submit an Event Request
- Your organization must be registered and approved with the SAL in order to submit an Event Request
- The SAL's Student Organization Handbook lays out specific requirements for nearly all venues

myGroups2 Events

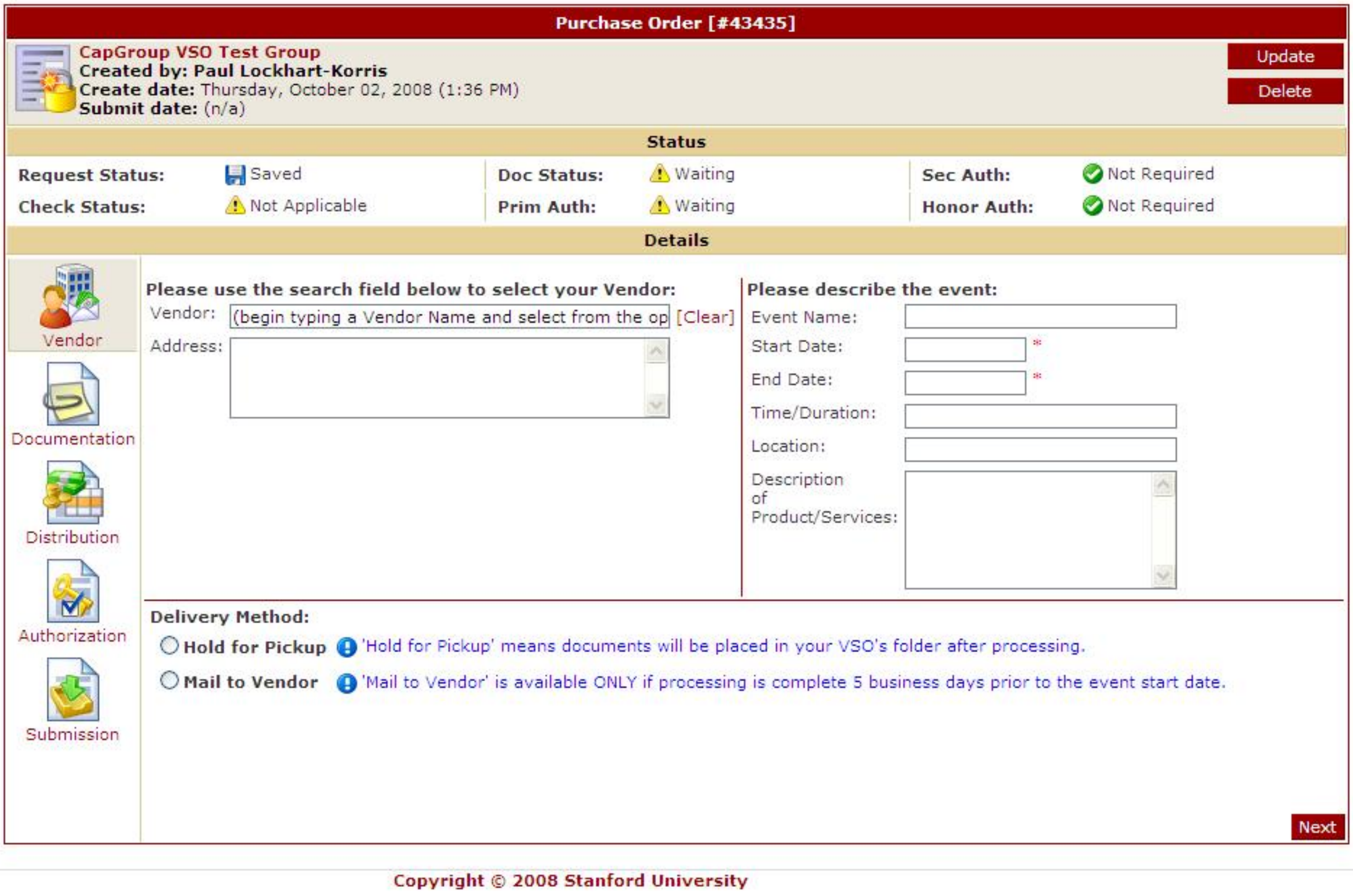
From the Banking Home, click "Events", then "New Event"



Purchase Orders

NOTE: If your purchase order is for ABM or Events and Labor Services, there are special instructions later in this manual for those purchase orders

- Purchase Orders serve as a guarantee of payment from your organization to the vendor prior to delivery of the product or service
- When you bring up the PDF, it will produce 3 copies: one for you, one for us, one for the vendor. Please turn in all three.



ASSU Student Event Organizers:

In order to place a request for service from the following Building and Grounds Maintenance groups, please follow the instructions below: (Remember Athletics and Housing areas are not serviced by Building and Grounds Maintenance)

For Janitorial (ABM), Grounds Services, or Trash and Recycling in Academic buildings and grounds:

1) Enter your request for service at least one week prior to the Event

2) Get an estimated cost from the group prior to entering your online request by calling ABM Janitorial at 723-1345, PSSI Trash/Recycling/Compost at 321-4236, and Grounds for Trashcan emptying and Grounds cleanup from Mary Nolan at 723-3386, and Grounds Irrigation Shutoff Dennis Nice at 723-3386

3) Enter your request from http://bgm.stanford.edu/ website, **Work Requests, using the Customer Funded Request form**

4) Enter the date, location, start and end time of your event and telephone number and email address of the contact person. Also enter the Student Group Organization name and ASSU Account number. Include information regarding food being served, and how many people are expected to attend. Include in your description, the estimated cost that you received in step 2. Use the Project (1036515), Task(1), Award (ATCKB). This is the ASSU University PTA that will be charged for the services you are ordering.

5) Use the name Hongyi Marston as the approver on the Routee for the account. Hongyi will review your request and approve it on behalf of ASSU. You will need to have the funds deposited in your ASSU account prior to Hongyi approving your request. See below

Step 5: Approval Routing

Please route this request for approval

Route Order*	Routee Name*	Project*	Task*	Award*	Percent*	Notify Me*
1	Patrick, O'Neal	1036515	1	ATCKB	100	NO

6) Now you are ready to submit the order. Hit submit only once and wait, as the system will create a duplicate if you click submit more than once.

7) Record the request number the system will generate for future reference.

8) You can return to the website BGM.Stanford.edu, Work Requests, Request Status link, and enter your request number. If the status is still "Open", ASSU Finance staff did not yet approve your request. Status of "Awaiting Work order" means it is approved and being processed. Status of "Released" means that it has by scheduled by the group that will perform the work.

9) If your Event is cancelled and the Work Request needs to be cancelled, please email mcs@bonair. We will verify that no work was performed, and authorize the ASSU to release the funds in your group's ASSU account that were designated to pay for the service requested.

10) Thanks! We hope this process will provide a quicker and more efficient method for the student groups to receive services from our Building and Grounds Maintenance department.

For Tables, Chairs, Trashcans, and Audio Visual equipment, etc, enter your request from the http://bgm.stanford.edu/ website.

ABM/ELS Purchase Orders

STANFORD UNIVERSITY
BUILDINGS & GROUNDS MAINTENANCE
a department of LAND, BUILDINGS & REAL ESTATE

BGM Home

Information For
- Building/Facilities Management
- Campus Homeowners
- Contractors and Project Managers
- Event Planners
- Faculty and Staff
- Stanford Students

Information About
- Administration
- Building Operations
- Custodial, Trash, Recycling & Composting
  - Basic Services
  - Periodic Services
  - Definitions of Custodial Services
- Event Services
- Grounds Services
- Mailing Services
- Zone Management
  - Zone Project Management
    - Shutdown Requests
  - Contact Zone Management
  - Zones Map

Custodial, Trash, Recycling & Composting

On this page

Quick Links
- Work Requests
- Request Pricing
- Campus Construction Projects & Schedule
- Rates & Fees
- Submit a Custodial Work Order
- Relamp Requests

Don't see what you are looking for? Let us know!

Immediate Facilities Issue? 723-2281

Exterior Trash Collection, Recycling, and Composting Services

Recyclables, compostables, and trash from outside bins on campus are collected by Peninsula Sanitary Service, Inc. (PSSI) and the Stanford Recycling Center. If you have any questions please contact Ted Tucholski at 723-3383, tedt@bonair.stanford.edu.

Custodial Services

Custodial service (including interior trash collection) for Academic Buildings is provided by American Building Maintenance (ABM). If you have any questions or estimate requests regarding the custodial services, contact ABM at 723-7888 or custodial@bonair.stanford.edu. For problems regarding your custodial services, please contact Mary Ferguson, BGM Facilities Services Manager at 723-1345 or maryf@bonair.stanford.edu.

Basic Services include:

- 35 different CLEANING TASKS (bathroom cleaning, vacuuming, etc.)
- service to 13 different SPACE TYPES (classrooms, offices, etc.)
- schedules using 9 different FREQUENCIES (2 times per week, monthly, etc.)

The following service schedules apply to all facilities:

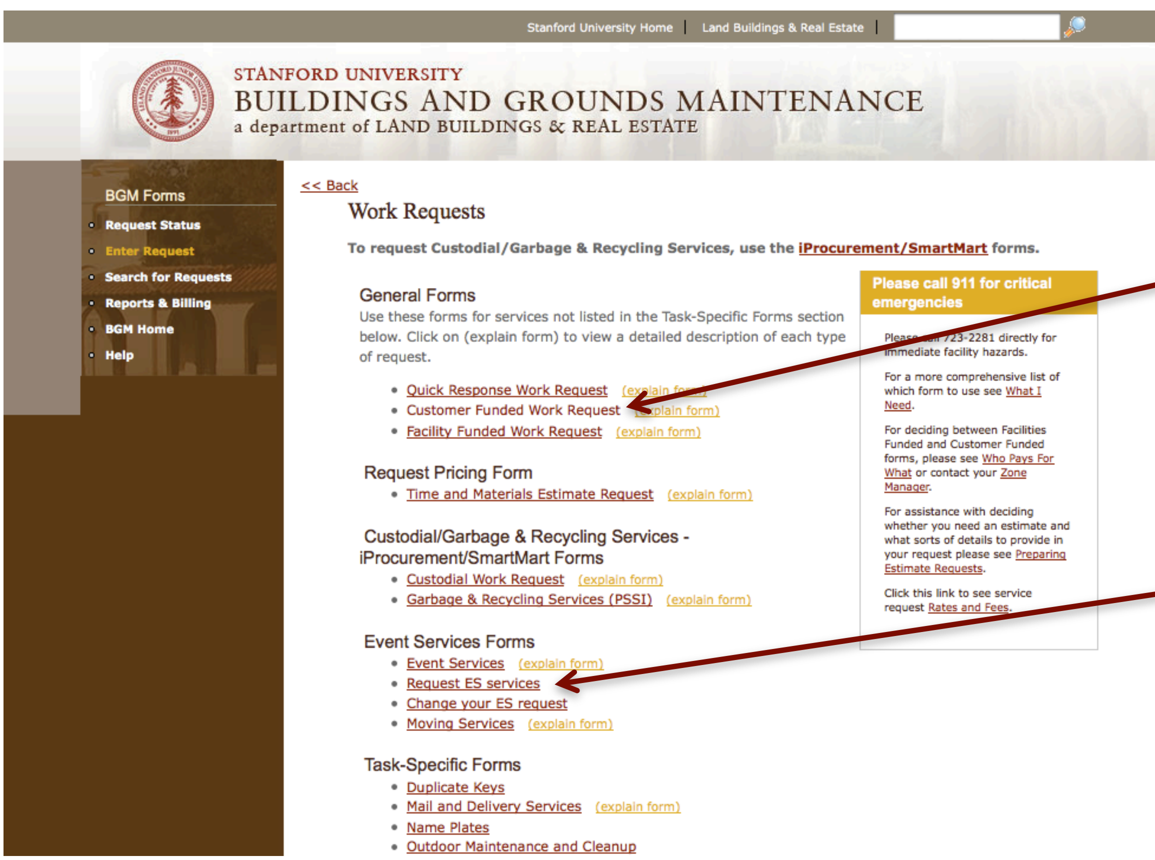
- Schedule for Basic Services - Task List by Space and Frequency
- Schedule for Periodic Services - Annual Carpet and Floor Care list
- Schedule for Window Cleaning - Bi-annual cleaning and price list

Heavily-used facilities may require additional service to maintain desired levels of cleanliness.

Supplied Custodial Services

Basic and Periodic Services and exterior window cleaning represent standard service levels.

From bgm.stanford.edu, click on "Work Requests"



Stanford University Home | Land Buildings & Real Estate |

STANFORD UNIVERSITY
BUILDINGS AND GROUNDS MAINTENANCE
a department of LAND BUILDINGS & REAL ESTATE

BGM Forms
- Request Status
- Enter Request
- Search for Requests
- Reports & Billing
- BGM Home
- Help

<< Back

Work Requests

To request Custodial/Garbage & Recycling Services, use the iProcurement/SmartMart forms.

General Forms

Use these forms for services not listed in the Task-Specific Forms section below. Click on (explain form) to view a detailed description of each type of request.

- Quick Response Work Request (explain form)
- Customer Funded Work Request (explain form)
- Facility Funded Work Request (explain form)

Request Pricing Form

- Time and Materials Estimate Request (explain form)

Custodial/Garbage & Recycling Services - iProcurement/SmartMart Forms

- Custodial Work Request (explain form)
- Garbage & Recycling Services (PSSI) (explain form)

Event Services Forms

- Event Services (explain form)
- Request ES services
- Change your ES request
- Moving Services (explain form)

Task-Specific Forms

- Duplicate Keys
- Mail and Delivery Services (explain form)
- Name Plates
- Outdoor Maintenance and Cleanup

Please call 911 for critical emergencies

Please call 723-2281 directly for immediate facility hazards.

For a more comprehensive list of which form to use see What I Need.

For deciding between Facilities Funded and Customer Funded forms, please see Who Pays For What or contact your Zone Manager.

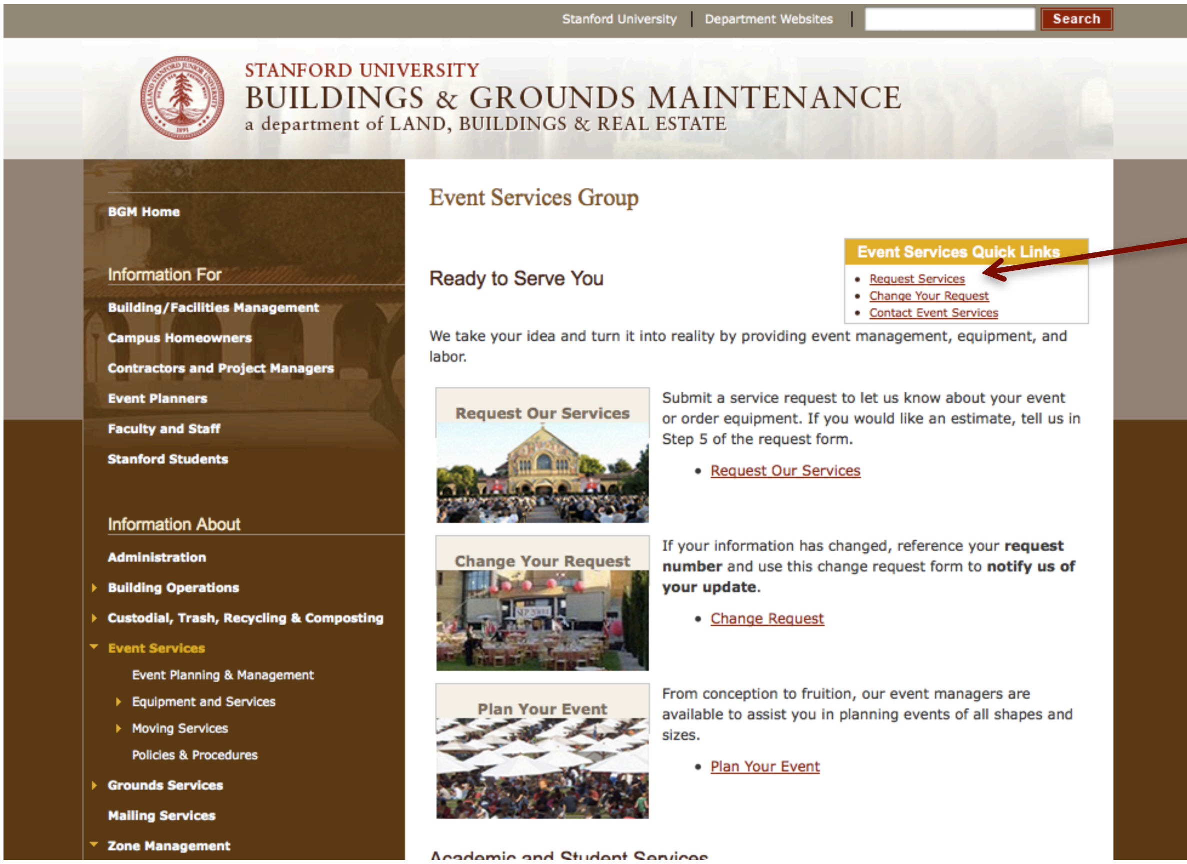
For assistance with deciding whether you need an estimate and what sorts of details to provide in your request please see Preparing Estimate Requests.

Click this link to see service request Rates and Fees.

For ABM purchase orders, select "Customer Funded Work Request" and follow the instructions on the preceding page

For ELS purchase orders, select "Request ES services" and continue to next page

ELS Purchase Orders



Stanford University | Department Websites | Search

STANFORD UNIVERSITY
BUILDINGS & GROUNDS MAINTENANCE
a department of LAND, BUILDINGS & REAL ESTATE

BGM Home

Information For
- Building/Facilities Management
- Campus Homeowners
- Contractors and Project Managers
- Event Planners
- Faculty and Staff
- Stanford Students

Information About
- Administration
- Building Operations
- Custodial, Trash, Recycling & Composting
- Event Services
  - Event Planning & Management
  - Equipment and Services
  - Moving Services
  - Policies & Procedures
- Grounds Services
- Mailing Services
- Zone Management

Event Services Group

Ready to Serve You

Event Services Quick Links
- Request Services
- Change Your Request
- Contact Event Services

We take your idea and turn it into reality by providing event management, equipment, and labor.

Request Our Services

Submit a service request to let us know about your event or order equipment. If you would like an estimate, tell us in Step 5 of the request form.

- Request Our Services

Change Your Request

If your information has changed, reference your **request number** and use this change request form to **notify us of your update**.

- Change Request

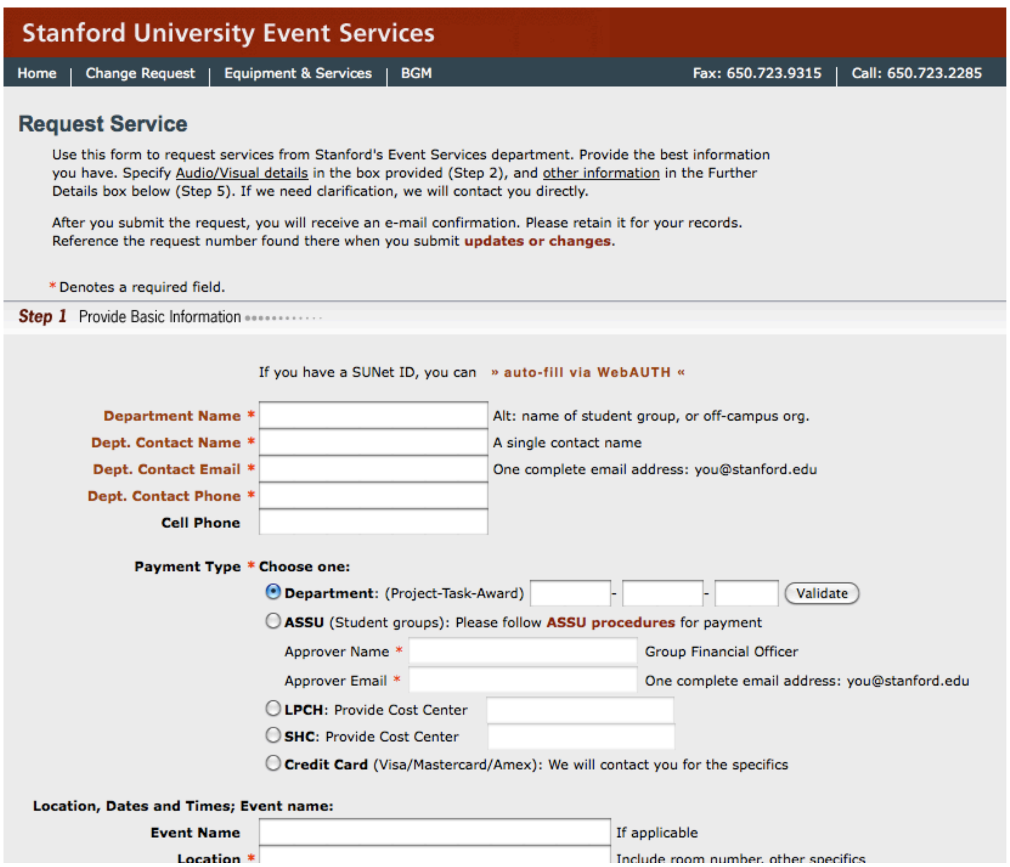
Plan Your Event

From conception to fruition, our event managers are available to assist you in planning events of all shapes and sizes.

- Plan Your Event

Academic and Student Services

Select "Request Services" to file an ELS purchase order



Stanford University Event Services

Home | Change Request | Equipment & Services | BGM   Fax: 650.723.9315 | Call: 650.723.2285

Request Service

Use this form to request services from Stanford's Event Services department. Provide the best information you have. Specify Audio/Visual details in the box provided (Step 2), and other information in the Further Details box below (Step 5). If we need clarification, we will contact you directly.

After you submit the request, you will receive an e-mail confirmation. Please retain it for your records. Reference the request number found there when you submit **updates or changes**.

* Denotes a required field.

Step 1 Provide Basic Information

If you have a SUNet ID, you can » auto-fill via WebAUTH «

Department Name * — Alt: name of student group, or off-campus org.
Dept. Contact Name * — A single contact name
Dept. Contact Email * — One complete email address: you@stanford.edu
Dept. Contact Phone *
Cell Phone

Payment Type * **Choose one:**
- **Department**: (Project-Task-Award) - - Validate
- **ASSU** (Student groups): Please follow **ASSU procedures** for payment
  - Approver Name * — Group Financial Officer
  - Approver Email * — One complete email address: you@stanford.edu
- **LPCH**: Provide Cost Center
- **SHC**: Provide Cost Center
- **Credit Card** (Visa/Mastercard/Amex): We will contact you for the specifics

Location, Dates and Times; Event name:
Event Name — If applicable
Location * — Include room number, other specifics

Fill out the appropriate information on the ELS work order form. You can use the information for your student group to file the order.

Eventbrite

eGroups

Purpose:

- Allow student organizations to sell tickets to events easily

Eventbrite is the best ticket-sales platform around!
Eventbrite allows your group to easily sell tickets online to any Stanford event, getting the revenue directly deposited into your student group account, on professional-looking pages. Whether you're hosting a dinner, a race, or a concert; whether you're selling tickets or just want to give them out for free, first-come, first-serve; whether it's an event for 10 people or 10,000:Eventbrite is for you.

Highlights include:
•Sell tickets online via Eventbrite
•Complete management of your event -- everything the customer sees is controlled by you
•Instant sales reports, ticket refunds, flexible ticket types, and easy payment processing
•Fast pay-outs and low fees -- list the fees separately or make it look like it's part of the ticket price!
•48-hour setup for your event and dedicated support staff
•The full power of Eventbrite (always improving!) and the Eventbrite help portal

Examples of events on Eventbrite

- Class Formals
- Boat Cruises
- Major off-campus events
- Conferences
- Concerts

For more information

- Request an information packet!
- Contact the Eventbrite Manager at eventbrite-manager@sse.stanford.edu

Appendix

Appendix – Reimbursement Documentation Guideline Sheet

STANFORD STUDENT ENTERPRISES

Capital Group Documentation Guideline Sheet For Reimbursements

capital group

KEEP YOUR RECEIPTS/INVOICES/QUOTES

Evaluate EACH line item using this checklist*

The Three Must Haves on Documentation:

1. **Itemized list** of purchases
2. **Final amount total** (including tip)
3. Adequate **proof of payment** (types listed below)
    a. Clearly shows debit card was ***charged***
    b. Clearly credit card was ***charged***
    c. Clearly states ***paid*** with cash
    d. Clearly states ***paid*** with check
    e. Clearly shows the purchased items were ***shipped***

Missing proof of payment?

NO

Is the Receipt Total Over $1000?

NO
You're done!

YES
Need to Add:

If paid with credit/debit
- Credit Card Statement that includes:
    - Payee's name
    - Relevant charge

If paid with cash
- Bank Statement that includes:
    - Payee's name
    - Cash withdrawal

If paid with check
- Front and back of the canceled/cashed check (can be printed from payee's bank website)

Changes of note from last year's policies:
- We now require itemized receipts from ALL vendors. Non-itemized receipts will not be accepted.
- There is no distinction between in-store and out-of-store receipts. We just need to see an itemized list of purchases, the final amount total, and adequate proof of payment.

***Exceptions**
- Direction itineraries (with date traveled) will suffice as adequate documentation for gas reimbursements only

Event Planning Required Documents

Off-Campus Vendors

1.Purchase Order

2.Estimate

Purchase Orders can be used to guarantee payment to off-campus vendors. The vendor must provide an invoice to receive payment.

ABM (American Building Maintenance) (650) 723-7888

NO PAPERWORK with SSE

ABM/Grounds

Before submitting the Purchase Order, the FO should first obtain a space reservation by visiting the SAL website and clicking the "Reserving Space" link

Grounds Services (650) 723-3050

NO PAPERWORK with SSE

Request at bgm.stanford.edu, select "Work Requests" in the bottom right

Tressider Meeting Services (650) 723-4314

1.Purchase Order

2.Reservation Form

Events and Labor Services (650) 723-2285

NO PAPERWORK with SSE

Request at bgm.stanford.edu, select "Work Requests" in the bottom right

Events and Labor Services

Groups should only pay ELS through the online system. FOs should click on the Work Request link from bgm.stanford.edu then select ELS. Hongyi will receive confirmation if everything has been processed properly

Department of Public Safety (650) 723-9633

1.Purchase Order

2.Estimate

Music Department (650) 723-3811

1.Purchase Order

2.Estimate

Processing Time

All Event Planning Documents should be processed by the next day at 12 PM

Stanford Ticket Office (650) 725-2787

1.Purchase Order

2.Estimate

Residential and Dining Services (650) 724-3077

1.Purchase Order

2.Reservation Form/Estimate

Parking and Transportation (650) 723-9362

1.Purchase Order

2.Estimate

Pickup or Mailed?

Any event planning documents submitted within a week of the event must be retrieved by a member of the group from the group's folder and delivered to the vendor. If the event is more than a week away, CapGroup will mail the documents to the vendor.

Appendix – PTAE Information

Organizations require the following information in order to receive transfers from university departments:

ASSU's University Account (PTA): 1056598-1-ZBABS-24400

ASSU Approver Name: O'Neil Patrick

ABM Pricing Guidelines

Item	Mon through Fri Cost Per Occurrence	Sat and Sun Cost Per Occurrence	Holiday Cost Per Occurrence
Unlocking/Locking Required for use of classrooms, auditoriums and buildings after hours, on weekends and holidays. Cost covers the unlocking and locking of the main entry doors to the building and the room doors of the area reserved.	$18	$27	$45
Restroom Cleaning Required for use of classrooms with occupancy rating of 50 or more, auditoriums and buildings after hours, on weekends and holidays.	$34	$51	$85
Classrooms Cleaning (Occupancy less than 50) Does not include unlocking. This cost should be added seperately if after 5pm, weekends or holidays.	$34	$51	$85
Classrooms Cleaning (Occupancy greater than 50) Includes restroom cleaning, lobby cleaning, and unlocking.	$128	$192	$320
Conference Rooms (Wattis, Newhall, Hartley) Includes restroom cleaning, lobby cleaning and unlocking.	$128	$192	$320
Auditorium Cleaning Includes restroom cleaning, lobby cleaning. *Unlocking done by Event Services as AV Tech is required.			
Turing, skilling, TCSEQ 200, TCSEQ 210	$123	$185	$308
Annenberg, Terman, Braun	$169	$254	$423
Kresge, Dinkelspiel, Cubberly	$221	$332	$553
Memorial	$320	$480	$800
Furniture Setup Will be required if furniture is moved from the room plan.	$53	$80	$133

For most up-to-date pricing guidelines see: https://lbre.stanford.edu/prod/abm/abm_addl_rates.html

Account Number Formatting

Account Number Format

#	-	####	-	#	-	#	-	####
Company		Group		Type		Cycle		GL Code

Company

1 ASSU (internal)
2 organization (external)

organization Number

6283 Mendicants
5298 BSU
6780 RSA

Type

1 Checking
2 Spec. Fee
3 Pub Bd
4 Prog Bd
5 Comm Srv
6 GSC
7 Parent

Cycle

0 No Cycle
1 Summer
2 Fall
3 Winter
4 Spring
5 Annual

General Ledger Code

2800 Checking
6510 Meeting Food
7220 Mktg Copies
7420 Equip Rental

Example Account Numbers	Description
2 – 6283 – 4 – 5 – 6510	Mendicants - Prog Bd - Annual - Meeting Food
2 – 5298 – 2 – 5 – 7220	BSU - Special Fees - Annual - Mktg Copies
2 – 6780 – 6 – 3 – 6560	RSA - GSC - Winter - Event Food
2 – 6283 – 1 – 0 – 2800	Mendicants - Checking - No Cycle - Checking