

S & A Fee Allocation Rules and Regulations

S & A funds are allocated annually by the S&A Fee Committee. Chris Hoppe requests funds on behalf of Club Sports and all of the funding is run through one account

There are specific rules and regulations governing the use of funds received by clubs and organizations from the university S&A fee. It typically takes anywhere from five business days to six weeks to process purchase requests therefore it is very important to plan well in advance.

The following section includes a detailed description of the forms that are required to be completed and submitted to Student Accounting to request distribution of ASEWU funds. All of the forms can be found on the Student Accounting website located at <http://access.ewu.edu/Student-Life/Student-Life-Accounting.xml>. Once all forms have been completed they must be submitted to the Student Accounting office located in **SHW 125**.

Remember to always plan ahead and touch base with the Student Accounting staff with any questions or concerns that you have. There may be alternatives that we are aware of that you may not have considered. We are here to help you and will do our best to make the process run as smoothly as possible.

Application for an Interdepartmental Purchase Order (IDPO) -This form is used for charges between departments on campus (the MARS Lab, Phase, Recreation Center, etc)

1. Complete the form including required approval signatures and bring to Student Accounting for processing.
2. Process time **3 to 5 days**.

Application for a Purchase Order (PO) - Purchase orders need to be completed and processed before any purchase is initiated.

1. PO's are used to purchase items such as office supplies, equipment etc.
2. Complete the form including required approval signatures and bring to Student Accounting for processing.
3. Please note that we have several open purchase orders (Cheney Trading Co, Rose's Pizza, Kimmel Sporting Goods, etc) that can be used as well.
4. Process time **2-3 weeks**.

Application for a Reimbursement

This form is used to reimburse funds for purchases made with personal funds on behalf of the University.

1. We recommend that you do not make purchases with personal funds unless it is the only option. It is possible for a reimbursement to be denied and may take up to 30 days to process when approved.
2. Complete the form including required approval signatures and bring to Student Accounting for processing.
3. Process time up to **30 days**.

Application for a Memorandum of Agreement (MOA)

MOA's are used to contract with anyone that will be providing a service on campus. Examples of these would be entertainers, bands, speakers as well as referees (baseball, hockey, etc.).

1. Once you have gathered all the required information bring the MOA to Student Accounting for processing.
2. The MOA will be typed by Student Accounting staff and then forwarded to the vendor for their signature. The vendor must sign and send it back by mail as the University requires original signatures (no faxes or scanned copies will be accepted).
3. When the signed MOA is received from the vendor it is forwarded to the Contracts / Purchasing Departments for approval.
4. Once the service has been performed the vendors invoice is forwarded to Accounts Payable for payment.
5. It is possible to have a check available to give to the vendor at the completion of the service if this process is started *very* early.
6. Process time **5-6 weeks** (if you would like the check at the time of service).

Application for Travel Authorization

All Application for Travel Authorization forms must be pre-approved by the Dean of Students and the VP of Student Affairs before any costs may be incurred. If prior approval is not received any funds that have been expended may be forfeited (not reimbursed by the University).

1. Information required: all costs for hotels, airlines, ground transportation, and conference costs if applicable. Complete travel request form with all required information and approval signatures and submit to Student Accounting.
2. Airfare must be booked with a State contracted agent.
3. Contact Terri King at 6761 or SHW 125 with all travel questions.
4. **Process** time up to **3 weeks**.

**If you have any questions please don't hesitate to come by our office in SHW 125 or call
Cathy Richter @ 7891 or Terri King @ 6761**