

CAMPUS CORRESPONDENCE

Washington and Lee University

To: Student Organizations
From: Business Office

Memorandum for Washington and Lee University Student Organizations:

Business Office Procedures:

Cash Receipts for Organizations-

Cash and checks for Student Organizations from fundraising efforts can be brought to the Business Office. The checks must be made payable to Washington and Lee University. The account number for the Organization must accompany all deposits. A receipt will be printed for your records. The account number used will be 92-5990-222XXX, ie the Organization's six digit account.

Cash Disbursements for Organizations-

Invoices for Student Organization payments can be brought or sent to the Business Office. The invoice needs to include the full Student Organization account number, ie 92-7xxx-222xxx. The invoice needs to be signed by an officer of the Organization or an Officer of the Executive Committee. Invoices for services, ie. bands or catering must include a tax ID number for payment. A form W-9, request for taxpayer identification number, from the service provider is required.

Disbursement Vouchers are used for reimbursements of expenses. The Disbursement Voucher and instructions can be found on the W&L Business Office website or at the Business Office. A paid invoice or receipt is required to be attached to the Disbursement Voucher. The voucher needs to include the full Student Organization account number, ie 92-7xxx-222xxx. The Voucher needs to be signed by an Officer of the Organization or an Officer of the Executive Committee. If the person on the reimbursement is the recipient of the reimbursement, then the voucher needs to be signed by second Officer.

Checks are written on Tuesdays and Fridays. They may be picked up after 12 noon on those days. Important: The invoice or vouchers must be in the Business Office by noon on Thursday, for any check needed the following Tuesday, and by noon on Tuesday for any check needed by Friday.

There will be a delay in payment if information or signatures are missing.

W&L Business Office website provides detail information for Object-expense coding, the 7XXX number, which is needed with the disbursement vouchers. The common object codes used for Student Organizations are:

7800 – Miscellaneous

7570 – Entertainment

7720 – Printing

7735 – Program/Conferences

7550 – Dues and Memberships

7860 – Travel

7819 – Supplies Office

The Executive Committee has guidelines for proper use of EC funds to Student Organization.

Payroll-

Some Organizations will have payroll expenditures for individuals on campus that perform services for the Organizations, ie. Security for Bands. These payments will need to be included in payroll. There are payroll forms on the W&L Business Office website. If you have questions on payroll issues, contact the Payroll Manger.

Card Swipe Machine–

The machines are available at the Business Office for Organizations to use for fundraising and sales. There are instructions on the Campus Activities website for the use of the machines and there is a fee to use the machines.

Monitoring Account Balances-

My Budget access for Student Organizations is available on-line to monitor account balances and activity in the account. An Officer of a Student Organization can call the Business Office to request to view the Organization’s actual activity during the year on-line. Instructions for access will be emailed by the Business Office.

Using Funds

The order of the **funds** to be used by the Student Organizations is:

- Executive Committee funds will be used first.
- Any Fundraising funds will be used second.
- Any department funding to Organizations is used third.

Any excess funding from the Executive Committee or Club Sports and departments will be returned to those sources at the end of the year.

Federal Tax ID Number

Student Organizations cannot use Washington & Lee University Federal Tax ID Number for tax-exempt purchases or donations, since the accounts with the university are on an agency basis. A student organization will need to have its own Federal Tax ID and apply through the IRS.