



SET Finance Policies & Procedures for Student Organizations

Table of Contents

- [Critical Contacts](#)
- [Monarch Groups](#)
- [Fiscal Year](#)
- [Travel](#)
 - [Transportation](#)
 - [Rental Vehicle](#)
 - [Personal Vehicle](#)
 - [Airline](#)
 - [International Travel](#)
 - [Train](#)
 - [Bus](#)
 - [Conference Registration](#)
 - [Hotel Pre-Payment](#)
 - [Alternate Lodging](#)
 - [Summer Travel](#)
- [Reimbursement](#)
- [Catering](#)
- [Bookstore Requisition](#)
- [Contracts](#)
- [Guest Speaker Lodging](#)
- [Office Supplies](#)
- [Online Purchases & Vendor Payment](#)
 - [SWAM Vendors](#)
 - [Contract Vendors](#)
- [Reallocations](#)
- [Recommended Timelines](#)
 - [Travel](#)
 - [General Purchasing](#)

CRITICAL CONTACTS

SET Finance Office:

Budget Manager

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SET Main Office:

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1071 Webb Center

Norfolk, VA 23529

To schedule an appointment with our staff to make a purchase, review travel plans, etc. please use the QR code below to set up a time or email setfinance@odu.edu.



MONARCH GROUPS

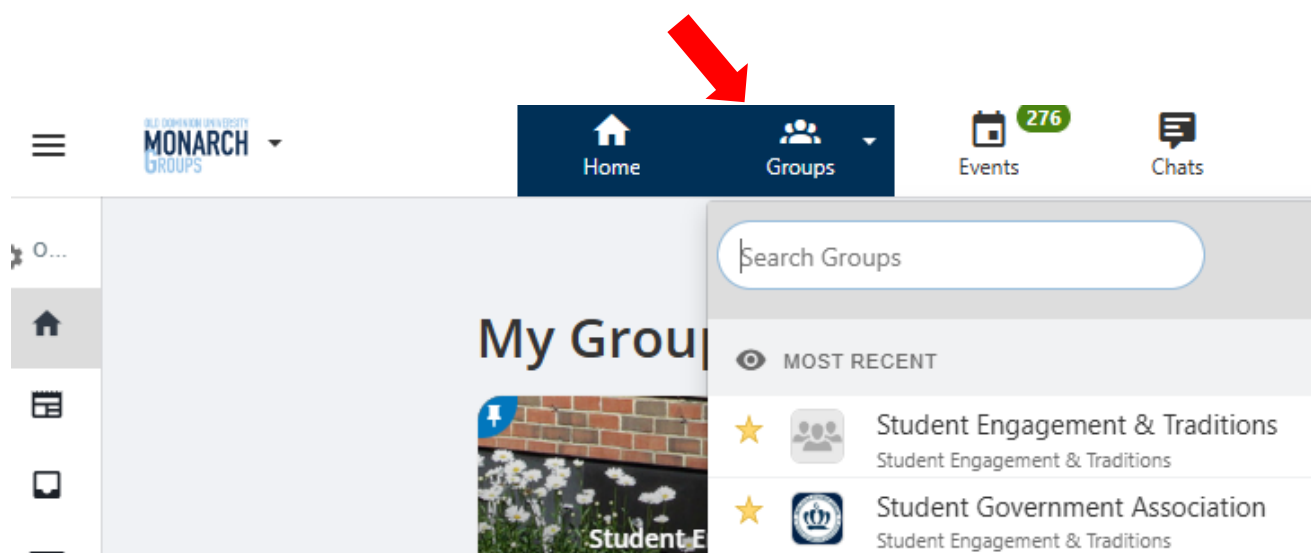
Every organization that has an SGA allocation annually will be able to access the budget allocation and complete payment requests using Monarch Groups. Particular permissions are required to access the treasury portion, and are only granted by your portal administrators.

There will be no purchases unless a payment request has been submitted. Emails to SET Finance office will not suffice. Budgets in Monarch Groups will need to accurately reflect expenses for the year.

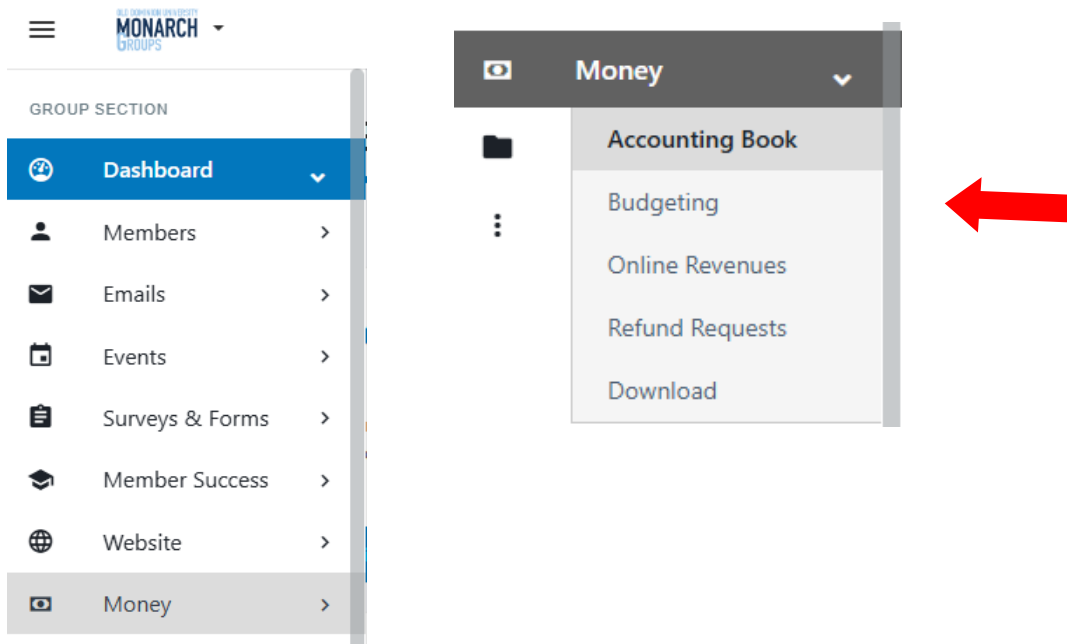
- The last day to submit payment requests for the fall semester is the last day of classes.
 - Per the SGA Bylaws, student organizations are required to spend 50% of their allocated budget or submit a 50% form through Monarch Groups by this deadline.
- The last day to submit final payment requests for your budget is the last day of classes in the spring semester.
 - These payment requests should be in final invoice status ready for immediate payment.
 - After this date, the budget will close **and no further requests can be made.**

To access your budget:

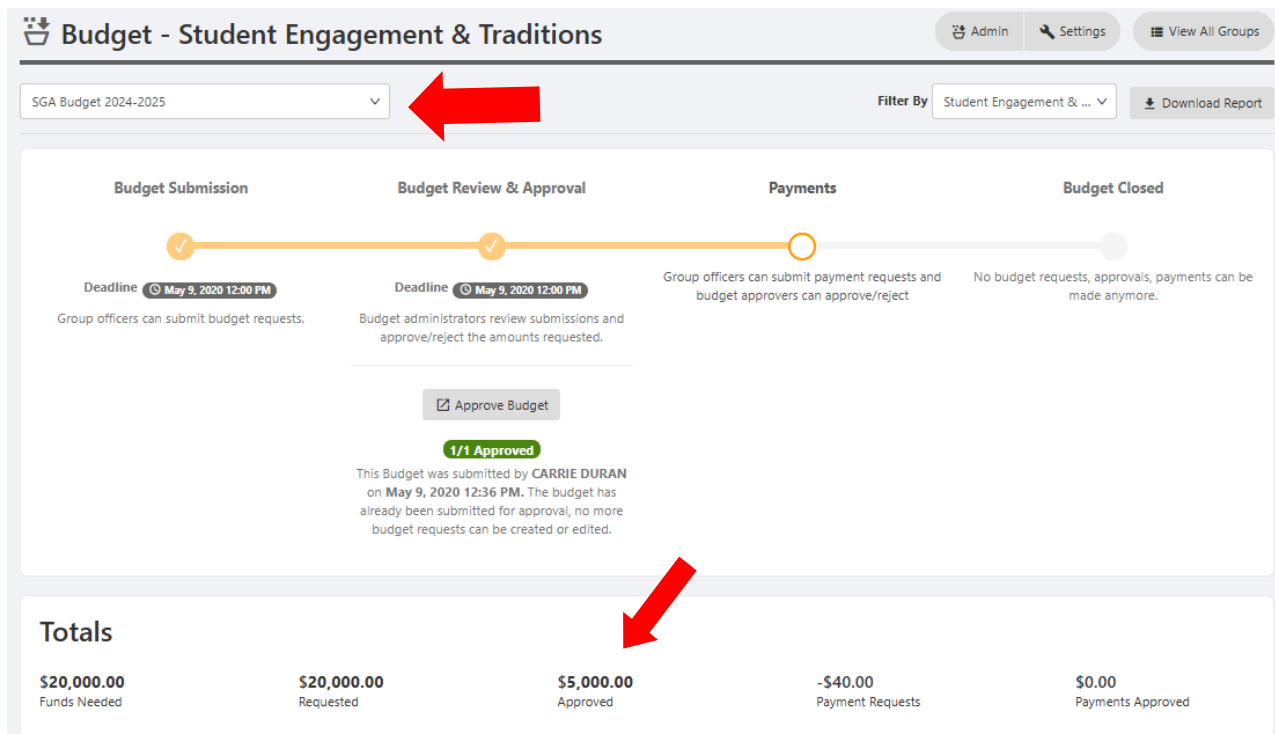
- 1) Log into Monarch Group using your Midas ID.
- 2) From the main Campus Groups home page, <https://odu.campusgroups.com/groups>
At the top of the page, select the “Groups” icon, shown below, and search for your organization.
 - a) Please ensure that you are listed as an active officer of your organization.



- 3) Click on "Money: in the menu on the left side of the screen
- 4) Click on "Budgeting".
- 5) Your budget will show a requested amount and an approved amount. The approved amount is your allocation for the academic year.



- Be mindful that there are 3 different types of budget funding sources when requesting payments: SGA Budget, Start-Up Funding, and Contingency Funding.
- Be sure to select the appropriate source when submitting a budget request. This can be selected toward the top left-hand side of the portal. The following page will load:



How to submit payment requests:

1.) If the organization has received budget approval, there will be a “Request Payment” next to each line item that has been approved within your budget. Select the “Request Payment” option under the line item that corresponds with the type of purchase you wish to make.

| #ID | REQUEST | BUDGET ITEMS | | | | APPROVAL | | | PAYMENTS - Approve Requests | | | | | | |
|-------|--|-----------------|--------------------|-------------------|-----------|----------|-------|-------|---|---------------------------------------|-------------------------|---------------|-------------------|----------|--|
| 26724 | <div>TEST for Training</div> <div>Office Supplies</div> <div>Submitted By</div> <div><div></div>CARRIE DURAN</div> <div>May 9, 2020 12:30 PM</div> | Name | Total Funds Needed | Financed By Group | Requested | Approved | Notes | | #ID | Create Date | Total Payment Requested | From Approved | Remaining Balance | | |
| | | Office Supplies | 20,000.00 | 0.00 | 20,000.00 | 5,000.00 | | | | #2398462 | Sep 23, 2020 | -10.00 | -10.00 | 4,990.00 | |
| | | | | | | | | | | #2398467 | Sep 23, 2020 | -10.00 | -10.00 | 4,980.00 | |
| | | | | | | | | | | #2405908 | Oct 8, 2020 | -10.00 | -10.00 | 4,970.00 | |
| | | | | | | | | | | #2409245 | Oct 15, 2020 | -10.00 | -10.00 | 4,960.00 | |
| | | | | | | | | | | #2564719 | Jan 30, 2022 | -158.72 | -158.72 | 4,801.28 | |
| | | | | | | | | | | <div><div></div>Request Payment</div> | | | | | |
| Total | \$20,000.00 | \$0.00 | \$20,000.00 | 5,000.00 | | | | Total | | -\$198.72 | -\$198.72 | \$0.00 | \$4,801.28 | | |

2.) You'll be taken to the Request Payment form. Here, you will fill out the details needed to properly make a payment request.

- Payment Type:** Please select: **SET Finance**.
- Description:** provide a brief description of what you will be purchasing.
- Revenue/Expense:** Choose expense
- From Allocated:** This field populates with how much funding is left in this line item. Enter the amount you are requesting here. This should match the invoice or order total excluding sales tax.
- Receipts:** This is where you will upload receipts, price quotes, any supporting documentation needed to finalize your payment request.
- Payee/Vendor:** Indicate the vendor/payee the request is intended for.
- Additional Notes:** anything else you might feel the need to add.

3.) Select “Next” at the bottom right hand corner of the payment request. You will be taken to the “Payment Request Form”.

Payment Request

Payment Request Form **DRAFT** Edit Copy Link Manage

Type of Payment

Please select payment type.

Type of Payment * -

Save As Draft Next »

4.) Here, you will select the Type of Payment for this request. Each option will prompt a different form unique to your respective selection; (i.e., selecting the “Catering” option will bring up the catering form. The different payment types are:

- Bookstore
- Catering
- Vendor Contract
- Conference Registration
- Hotel Prepayment
- Online Purchase
- Office Supplies
- Reimbursement
- Transportation

5.) Upon completion of the respective Payment Type form, click the “Submit” at the bottom right hand corner of the payment request.

PLEASE NOTE:

Per SGA Bylaw Article VII, section I:

Any budget request submitted by the organization’s advisor will not be approved. Payment requests must be submitted by students who hold officer positions within the organization.

FISCAL YEAR

The student organization fiscal year runs from when SGA allocated budgets are published after July 1st until the last day of spring classes. There are deadline restrictions associated with student organization purchases. No payment requests associated with the previous fiscal year will be allowed once the fiscal year end deadline has passed.

There is a visible timeline at the top of the budgeting page in Monarch Groups. This details the important end of year deadlines including the final date for payment requests and the date the budgets will officially close for the year. This timeline will populate as soon as the SGA allocated budgets are loaded into Monarch Groups and will remain visible until the academic year ends.

Additionally, communication will be sent to all student organizations from the SGA Finance and SET Finance teams through Monarch Groups with important deadline information throughout the academic year. If you hold an officer position within a student organization, it is important to regularly monitor your ODU email to ensure no deadlines are missed.

TRAVEL – TRANSPORTATION

Of the modes of transportation listed; four are done via pre-payment and one using reimbursement. **It is critical to meet with the SET Finance well in advance to ensure you are using the correct means of travel.**

Travel related purchases cannot be processed until 60 days before travel.

- 1) Rental Vehicle
- 2) Personal Vehicle
- 3) Airline
- 4) Train
- 5) Bus

RENTAL VEHICLE:

If driving is the best option, rental vehicles are preferred and must be booked through SET Finance. Personal vehicles are only an option if instructed by SET Finance. The University is contracted with Enterprise, which will furnish all rental requests. All drivers must be at least 18 years of age with a valid drivers license.

- 1) Submit a payment request in Monarch Groups (Transportation). Fill out request in its entirety. ***Note weekend day departures or returns can result in additional days on your rental agreement.***
 - a. SET does not reserve 12 or 15 passenger vans. Enterprise cannot guarantee large SUVs. It is critical to consider the number of seats needed, luggage storage etc. to determine vehicle type to request.
 - b. Pick up trucks can be rented in special circumstances ONLY . This must be approved by SET Finance in advance. Drivers must be at least 21 years old to rent a pick up truck.
 - c. Current Enterprise rates apply and are subject to change.
- 2) Fill out the [Travel Participation Waiver](#). Each individual will fill out their own waiver. The organizer of the trip will need to fill out the [Organization Travel Form](#). These forms are located on the home page of Monarch Groups.
- 3) Each student driving the vehicle must complete the [Driver Authorization Form](#) 1 week prior to departure.
- 4) Rental vehicles are to be picked up by the travelers from the designated Enterprise location listed on the rental confirmation.
- 5) If you have an accident or if the vehicle is damaged, you must notify SET Finance immediately. An accident report packet must be completed **within 24 hours** of the incident.
- 6) Before returning the vehicle, ensure it is fueled to the same amount of gas as when you picked it up
- 7) Submit a reimbursement request with original receipts through Monarch Groups for gas and tolls

PERSONAL VEHICLE:

If a cost benefit analysis proves that use of a personal vehicle is the best option, the university will be able to reimburse mileage (according to Commonwealth and University standards and rates). Gas is only reimbursable for rental vehicles. Once the trip has concluded, follow the reimbursement procedures for submitting a reimbursement packet. Provide a list of anyone else who traveled in the vehicle with you and the address of the location you traveled to.

- <200 miles per day is calculated at the IRS Mileage Rate of \$0.246 per mile.
- >200 miles per day is calculated at a reduced rate of \$0.246 per mile.

AIRLINE:

If flying is the best option for transportation, submit a transportation payment request on Monarch Groups. Include all pertinent information needed for each traveler including:

- Full name as listed on driver's license
- Date of birth
- Gender
- State of residence (match license)

Please provide specific/preferred flights (if applicable). Be mindful that flight prices are subject to change or your preferred flight options may not be available.

Only economy class can be purchased. First-class or business class travel is prohibited.

No upgrades with additional fees are allowed.

-This includes upgraded seats, travel insurance, wifi packages, etc.

TRAIN:

If train travel (AMTRAK) is deemed the best option for transportation, submit a transportation payment request on Monarch Groups. Include all pertinent information needed for each traveler including:

- Full name as listed on driver's license
- Date of birth
- Email
- Phone number

If you have specific times you must arrive or depart please include those or provide specific preferred routes. Be mindful that prices for Amtrak are subject to change or your preferred route options may not be available.

No upgrades with additional fees are allowed.

BUS:

If bus travel is deemed the best option for transportation, submit a transportation payment request on Monarch Group. Include all pertinent information needed for each traveler including:

- Full name as listed on driver's license
- Date of birth
- Email
- Phone number

If you have specific times you must arrive or depart please include those or provide specific preferred routes. Be mindful that prices for bus routes are subject to change or your preferred route options may not be available.

No upgrades with additional fees are allowed.

International Travel:

If you are traveling internationally, pre-approval is required. A payment request with all travel details must be submitted at least 60 days prior to your departure.

Payment requests for international travel must include the following:

- Conference invitation
- Registration details
- Conference schedule or itinerary (if available)
- Flight details
- Hotel details or booking confirmation

Purchases for international travel cannot be made by SET Finance until pre-approval is granted.

Hotel prepayment is not available for international travel. Lodging expenses must go through reimbursement once travel is complete.

CONFERENCE REGISTRATION

- 1) Submit a payment request using the “Conference Registration” option. Include all pertinent information (Look on registration website to see if additional information is need i.e. Preferred Name, Emergency Contact, Dietary Restrictions/Special Accommodations etc.)
 - a . If a login is needed to complete registration, please include this in the payment request or schedule a meeting with SET Finance to complete the registration process in person.
 - b . If multiple individuals are registering at the same time for the same conference - Please preview the registration form and create a spreadsheet or document with each students information and answers for all questions on the registration form.
- 2) Contact setfinance@odu.edu to schedule a meeting with a staff member to review travel plans and to register for your conference using the SET credit card.
 - a . Keep in mind early bird and registration deadlines. Ensure you allow ample time to register. Travel purchases cannot be made more than 60 days prior to travel.
 - b . For SET finance staff to use their university credit card the website must be secure (a “lock” icon left of the URL).
 - c . If the conference uses PayPal, it **CANNOT** be an individual PayPal account. It must connect to an entity.
 - d . Allow additional processing time for any other payment method. You may need to secure additional documentation (like a [sub COV w-9](#))to process a check.
 - e . SET is unable to pay for individual memberships. If individual memberships are required for registration or better registration pricing, please pay for this in advance.
 - f . SET Finance will not be able to make payments if the conference only offers payments by donation links. **Donations are strictly prohibited.** Student organizations will need to communicate with the agency to determine if an alternate payment link can be issued or if credit card payments can be accepted via a different method.
- 3) Fill out the [travel participation waiver](#). Each individual will complete their own waiver. The organizer of the trip will fill out the [organization travel form](#).

HOTEL PRE-PAYMENT

- 1) There are two ways to pay for hotels: **pre-payment or reimbursement.**
 - a) **PRE-PAYMENTS** - submit a payment request with the requested documents, detailed below, at least 6 weeks in advance. If you are unable to complete these requirements, or fail to do so by the deadline, we will not be able to process the request. No exceptions.

Hotel prepayment takes a minimum of 4 weeks to process and additional time to mail the payment. It is extremely important that you adhere to this strict timeline.

If you are experiencing difficulties with a hotel, please contact setfinance@odu.edu as soon as possible for assistance.

******Once a hotel is chosen, please reach out to SET Finance. We may already have documents on file or can provide suggestions based on your destination.
If the hotel is not already on file, follow the steps below.******

1. Hotel prepayments can only be issued by check. Please call the hotel to confirm if they are amenable to accepting check payments.
2. If the hotel can accept payment by check, please confirm if they have a payment deadline. For example, some hotels require the check payment 2 weeks prior to the check in date. This is very important for our processing timeline.
3. The hotel must fill out the Substitute Commonwealth of Virginia W-9. They may offer to send you a regular Federal W-9 which will not work with our system. You will have to e-mail it to them as an attachment. This form can be accessed on the Monarch Groups homepage. If you have trouble with the hotel, please contact setfinance@odu.edu.
4. The traveling students are responsible for booking their needed rooms. The booking confirmation must list the hotel name and location, the travel dates, the nightly room rate, and the applicable taxes and fees. The room rate must be listed separate to the taxes and fees.
 - a. A card may be required to secure the booking, however payment will not be charged at check out as the check pre-payment will be issued before the check in date.
 - b. All hotel pre-payments must adhere to Commonwealth allowable rates by city.
<https://www.odu.edu/facultystaff/university-business/travel/per-diem>
 - c. Do not use a third party to book your hotel (Travelocity, Priceline, etc.). Third-Party sites will not provide the appropriate invoice; resulting in the need for reimbursements instead.
5. There is a 50/50 chance hotels will be responsive to these requests. You may have to keep calling. This is the only way SET Finance can process prepayments. Expect to pay for the hotel and get reimbursed should the hotel not comply.
6. No one other than traveling ODU student(s) can stay in the hotel room (no spouses, significant others, etc).
7. Faculty and staff are not able to be included in pre-payment for lodging with the student request. Pre-payments are for students only.

- b. **REIMBURSEMENT** - Hotel expenses can be paid by students and then reimbursed if the pre-payment process cannot be completed.
1. All hotel reimbursements must adhere to Commonwealth allowable rates by City. <https://www.odu.edu/facultystaff/university-business/travel/per-diem>
 2. There are rules and procedures that must be followed in regards to who can be reimbursed, how they are reimbursed and amounts allowable. An individual plan based on student organization needs and SET will determine best way to plan in advance to accomplish and make sure everyone can get reimbursed. The student organizations need to know all students that can pay, how many students are in a room, who has credit cards, etc.
 3. Upon your return, turn in all receipts and invoices, a completed reimbursement packet and submit a reimbursement payment request in Monarch Groups. All hotel receipts must list the hotel name and address, the travel dates, the nightly room rate, the applicable taxes and fees, and show the payment method including last 4 digits of credit card numbers.

ALTERNATE LODGING

Alternate lodging can be cabin/house rentals, Air B&B, etc. - essentially lodging that is not a hotel. Should the need for alternative lodging present itself, prior approval must be obtained. Permission for this type of alternate lodging must be done at least a month in advance of travel.

When requesting approval, you must detail why a hotel is not a viable option for your travel. This may require additional information from the vendor.

This will not be an expense that can be paid in advance through prepayment and will need to be done via reimbursement upon return. Again, only with prior approval.

SUMMER TRAVEL

Summer travel is travel divided into 2 periods:

1. The last day of classes - June 15th; and
2. June 16th - the beginning of the fall semester.

Specifics (pertaining to reimbursement, prepayment etc.) are unique to each travel period; thus will determine how the travel is processed.

Last day of classes - June 15th:

- SGA funding is only available for summer travel for items that can be pre-paid and completely submitted in Monarch Groups by the last day of classes.
 - Hotel Prepayment (refer to hotel prepayment policy for timeline limitations)
 - Conference Registration
 - Transportation (Airline, Train, Bus, Rental Car)
- Reimbursements for travel between the last day of classes and June 15th are not guaranteed from the next SGA budget cycle.
 - All documentation must be submitted promptly.
 - If the reimbursement procedure is not followed or any documentation is missing/incomplete, we cannot guarantee that your reimbursement will be processed after the fiscal year ends.
- If you have summer travel that is funded by the current SGA budget cycle, you must meet with SET Finance prior to the last day of classes to make a travel plan and discuss deadlines.
- If your travel spans both fiscal years (depart on or before June 15th and return on or after June 16th) it is treated the same as travel after June 16th. No action can be taken by SET finance until after the new SGA budgets are released.

Travel after June 16th:

- SET Finance is not able to pay for travel expenses after June 16th using the previous SGA budget cycle. These funds **do not** roll over into the new fiscal year.
- We will only be able to process travel related expenses for travel after June 16th once the new SGA budget is released in August. This is to guarantee that you have the appropriate allocation to support your travel.
 - Because of this, travel during this period must be done through reimbursement.
 - Organizations should account for travel during this period in their annual budget requests. Ensure there is a line item representing summer travel expenses.
 - Any travel taken during this period that is not accounted for in your proposed budget is not guaranteed to be reimbursed.
- Once the new budget is released, students should follow the same process to submit payment requests for reimbursement.
 - Please remember, reimbursements must be submitted within 60 days of your travel date. If there are any issues with this timeline, please contact setfinance@odu.edu.

REIMBURSEMENT

Reimbursement Considerations:

- Reimbursements are only for small business expenses (up to \$200.00 per vendor/per day). Reimbursements will only exceed \$200.00 when travel related.
- It is preferred that items are purchased in advance through SET Finance rather than being reimbursed. If advance purchase is not possible, communicate with SET Finance to ensure purchases are reimbursable and to confirm information needed to process a reimbursement.
 - **Without communicating with SET Finance in advance, there is no guarantee that your purchase can be reimbursed.**
- You cannot be reimbursed for something purchased on another individual's credit card. The **purchaser** is the only one that can be reimbursed, not a proxy.
- **All receipts related to reimbursements must be submitted within 30 days of the purchase to receive reimbursement. Submissions after 30 days are not reimbursable.**
 - Receipts must be legible, itemized, and must have method of payment. If method of payment is a credit card or debit card the last four digits must be included.
 - If a receipt does not show your name or the payment method used, you must submit a copy of your card statement showing your name, the last 4 digits of the card, and the associated transaction. All other information can be redacted for privacy.
- If all required documents are not submitted by the final day of classes during that semester the matter is considered closed.
- Any alcohol purchases are not reimbursable. Ebay and Etsy purchases are not reimbursable.
- Travel Reimbursements:
 - You are not able to be reimbursed for any purchases until **after you return from travel**. For example, if you pay for a flight with your own credit card, you will not be reimbursed for that expense until your return (which could be months later).
 - Gas can only be reimbursed when there is a rental car being used. Personal vehicles will be reimbursed for mileage. Prior to travel, contact SET Finance to have a cost/benefit analysis completed between the cost of a rental car and a personal vehicle.
 - Reimbursement for food can only be issued for overnight travel and is based off per diem rates for the city listed on your lodging receipt.
 - Hotel reimbursement - Hotel expenses can be paid by students then reimbursed if a hotel pre-payment cannot be made.
 - 1) You **must** schedule a meeting with SET finance to come up with a reimbursement plan at least two weeks in advance.
 - 2) All hotel reimbursements must adhere to Commonwealth allowable rates by City.
 - 3) No one other than ODU students traveling can stay in hotel (no spouses, significant others, etc).

- 4) When you return from travel, turn in all receipts and invoices with a complete reimbursement packet. All hotel receipts must list names of hotel occupants and payment method including last 4 digits of credit card numbers.
- 5) If more than one room is booked and paid for by one student, all travelers must sign an acknowledgment forms detailing that their lodging expenses were paid for by another individual.

Lodging Acknowledgement

- Reimbursements can take up to a month once all proper paperwork is submitted.

Reimbursement Process:

- 1) Submit a payment request for “Reimbursement” in Monarch Groups. Fill out all questions completely and upload receipts.
 - a. All receipts related to reimbursements must be attached to the payment request and submitted within 30 days of the purchase/travel date to receive reimbursement. Anything submitted after 30 days will not be reimbursed.
- 2) Submit a complete Reimbursement Packet to setfinance@odu.edu . Reference your student organization and the payment request number associated with your reimbursement. All documents are listed on the home page of Monarch Groups.
 - a. COV Sub W-9 (W-8BEN for International Students)
 - b. Chrome River Non-employee Enrollment Form
 - c. Travel Request Form
 - d. Acknowledgment of lodging paid by another individual (if applicable)
 - e. Business Meal Expense Form (if applicable)
- 3) If you are currently employed by ODU, you do not need to complete a or b from step 2. However, you will need to take an additional step to add SET Finance staff as delegates in Chrome River. See below:
- 4) **Steps to add Delegates on Chrome River**
 - a. Go to www.odu.edu/chromeriver
 - b. Login using your employee MIDAS username and password
 - c. The first time you login on your computer it will ask you to accept the Adobe setup- click next and then allow
 - d. On the upper left-hand side you’ll see “Your Name,” below that click the Settings Link.
 - e. Click on Delegate Settings.
 - f. Click on Add New Delegates
 - g. You will be adding the following people
 - i. Erin Osarczuk
 - ii. Tiara Greene
 - h. Notify setfinance@odu.edu upon completion for the reimbursement process to begin.
- 5) All reimbursements require a final acknowledgments. Pay attention to your odu.edu email to ensure a timely submission.
- 6) If additional information is needed and you fail to respond to SET Finance by the last day of classes for that semester, no reimbursement will be issued and the matter will be considered closed.

CATERING

The University holds a mandatory use contract with Aramark. We are required to utilize Aramark for catering for ALL on-campus events.

All catering requests must be submitted (at least) 7 business days before your event.

Organizations should create an event in Monarch Groups under the event tab for every activity/event hosted on campus. This allows attendees to RSVP and serves as a point of reference for verification.

1. Place your order online at www.oducatering.catertrax.com
2. Login to your student account
3. First time users will need to make an account
4. Select the Menu of your choice
5. Select event date and time
6. Add additional specifications including pickup contact, guest count, etc.
 - a. ensure tax-exempt is selected
7. Add any additional notes. (allergies, sensitivities, etc.)
8. Title your order with your organizations name and the title of your event
 - a. Individual officer names should never be used as the order title
9. Ensure totals abide by the limits set by the SGA bylaws
10. Select SET Finance/Student Org as your payment method
11. **YOU MUST CC** setfinance@odu.edu to ensure acknowledgment/approval
12. Confirm details and place your order
13. Submit a payment request on Monarch Group using the “Catering” option.
 - a. Fill each field and upload the catering confirmation to complete the request.

Please note: An attendee list is required for all catered events with under 75 attendees. This must be submitted to SET Finance within 3 days after your event.

External Catering:

Few conditions exists where ARAMARK cannot provide catering. Allow SET Finance appropriate notice to declare alternative catering necessary. You must notify SET Finance and request a waiver from ARAMARK at minimum 30 days in advance of your event date. Failure to do so within this time limit will result in the request being denied.

BOOKSTORE REQUISITION

Bookstore requisitions can be used to purchase items from the University Bookstore, Monarch Market, or the Monarch TechStore. Items can include but are not limited to; University apparel and merchandise, books, technology equipment, etc.

- 1) Determine approximate cost of items by visiting the bookstore or search online (keep in mind, when looking online, some items may not be available in the bookstore and might require substitutions with similar items that are in stock.)
- 2) Submit a Monarch Groups payment request using the “Bookstore” option.
- 3) You will be notified via email when the form is ready for pick up from SET at 1071 Webb Center.
- 4) You will then take the form directly to the bookstore, collect your selected items, and present the form to the cashier.
- 5) Receipts provided must be submitted to SET Finance.
 - a. Restrictions:
 - i. No gift cards
- 6) If you are purchasing a giveaway item that is more than \$500, you must provide the name and UIN of the student receiving the item.

VENDOR CONTRACTS

Any student organization seeking to hire an individual or a business for services will need to complete the following process. The organization is responsible for securing all proper paperwork.

Student organizations must have the individual/business complete the following forms. Please see notes under each form for common questions and mistakes to avoid.

Contract (ODU Standard Engagement Agreement)

- 1) Student should completely fill out all areas marked in blue on the contract with the correct information before sending to the individual/business to **hand sign**, date and return
- 2) All areas marked “Agency or Individual” must be replaced with the same business or individual name throughout the contract. This name should be exactly who the check will be made out to.
- 3) Under section #6, ensure that an FID/EIN number is used for paying businesses and a SSN number is used for paying individuals.
- 4) The check will be mailed to the address provided on pages 3 and 4.

COV Substitute W9

- 1) Ensure that the SSN or EIN provided matches what you list on your contract and IPSC Form (see below).
- 2) Individual or business will fill out this form.
- 3) Ensure that the mailing address is where the vendor wants the check mailed to. This address should match on all forms turned in.

IPSC Form and IP Checklist (only used when paying an individual or sole proprietorship)

- 1) The IPSC Form must be completed by the individual being paid.
- 2) For the IP Checklist, simply fill out the provider name and services date(s) and check one line that most closely applies to the work they will be doing. (For example, a DJ would check the first line on the last page.)
- 3) Ensure that the date(s) of service on the IP Checklist match the date(s) provided on the IPSC Form and contract.

On all forms, a **HAND WRITTEN** signature is required. Electronic signatures are not accepted! Please ensure forms are hand signed and then scanned back.

When you have copies of these completed forms, submit them through a payment request on Monarch Group as a “Vendor Contract” and upload the completed forms in order to submit them for processing.

Allow 3-4 weeks prior to event for processing should all paperwork be accurate and complete. If submitted without adequate processing time or after the event expect at least 30 days until payment can be made, if approved.

Hiring students for events:

If you are hiring an ODU student for services (such as an event DJ or Photographer), they are required to be paid through ODU payroll. It is critical that SET Finance receives the requested information & payment request at minimum 2 weeks prior to the event date to allow the student to complete the on-boarding process as required for payment.

The request must include the following information:

- The full name and UIN of the student performing the work
- The name, date, and location of the event
- A description of the services to be provided
- The total cost to be paid for the services

Event Parking/ Transportation

Individuals hosting an event on campus requiring parking and/or transportation services may request to arrange for services. Requests are not guaranteed. Parking space(s) or transportation services, if available - will be reserved on a first come, first serve basis. An approved request will serve as an agreement and acknowledgment to all rules and regulations set forth by the [Department of Transportation & Parking Services](#) regarding the use of parking facilities and transportation vehicles including those implemented as part of COVID-19 precautions.

Payment requests must include the following information:

- Event Name
- Event Date
- Event Location
- Start time/End time
- Requested Parking Location
- Number of Expected Vehicles
- Need for Parking Attendant
- First and Last name, phone number and email address of the Day-of-event Contact
- Transportation type (and quantity of each) - Bus (holds 20 passengers), Van (holds 10 passengers), or Cart (holds 3 passengers)

GUEST SPEAKER LODGING

Rooms at the Springhill Suites on Hampton Boulevard can be booked for guest speakers or contracted vendors traveling to ODU to perform services on campus.

The average cost at the ODU rate is \$138.85 per room/per night which includes taxes and fees. Requests must be submitted at least 2 weeks in advance and is subject to hotel availability.

You must contact SET Finance at least two 2 business days in advance should you need to cancel.

Complete the following to book lodging at the ODU Springhill Suites on Hampton Blvd:

- 1) Fill out a payment request under the appropriate budget allocation line item using the “Lodging” form in the payment request type drop down.
- 2) Fill out the form in its entirety, being as detailed as possible.
 - a. If you need multiple rooms for the same event, you can use the same form.
 - b. If you need a room for a vendor/performer, where you will be completing a contract but the cost of their room is not included in their contract payment, you will need to fill out the “Lodging” payment request separately.
- 3) Once submitted, an SET Finance staff member will secure the room(s) on behalf of your organization and a confirmation will be sent to the student that submitted a payment request via email.

OFFICE SUPPLIES

Student organizations who hold offices within the Webb Center are allowed to purchase office supplies per SGA financial bylaws. All items purchased are meant to stay with the organization.

The University is contracted through RGH/Staples for office supplies.

- 1) Browse the Staples website. Keep in mind prices and availability may be different.
- 2) Submit payment request on Monarch Group using the “Office Supplies” option. Include detailed information on items and quantity. Be sure to include the direct link to the items to ensure the correct items are ordered.
- 3) Allow at least a week for processing, subject to availability.
- 4) Equipment, such as computers and printers, require additional approval from the SET office.

ONLINE PURCHASES & VENDOR PAYMENTS

Online purchases have a website and shopping cart; transactions are completed by credit card on their website. With vendor payments, orders are placed through a vendor representative and invoices are required for payment

*** It is important to note that vendor payments are NOT the same as vendor contracts. Vendor payments are for goods, not services. Please refer to page 22 for more information on vendor contracts.***

In both cases the following criteria must be met:

- 1) **Orders must not include sales tax.** ODU is tax-exempt and cannot pay for sales tax.
- 2) Secure websites are required for online purchases.
- 3) Every effort must be made to purchase through SWAM vendors for all purchases. ODU participates in the Commonwealth's Small, Women-Owned and Minority Owned business (SWAM) program to increase opportunities, participation, and contract awards for certified SWAM vendors.
- 4) Exceptions are discouraged and must be documented. If you are unable to find what you need through a SWAM or contracted vendor, check with SET Finance before proceeding to ensure items can be purchased.
- 5) SWAM Vendors can be found here: <https://directory.sbsd.virginia.gov/#/>
 - a) a list of the most commonly used SWAM vendors can be accessed here:
 - i) [SWAM Vendors](#)
- 6) Contract Vendors can be found here: <https://www.odu.edu/facultystaff/university-business/purchasing/contracts>
- 7) SWAM and Contract status change often. Any vendors currently or previously listed does not guarantee subsequent usage/availability.
- 8) Additional guidelines exist for printing related contracts. Communicate with SET Finance in advance if you are submitting an order for printing,

To submit a request:

- 1) Submit a payment request on Monarch Groups selecting "Online Purchase".
- 2) Requests for online orders must be submitted at least 14 business days in advance of your event to allow for processing and shipping time.
 - a. Due to additional requirements for ordering with non-contracted vendors, please allow an additional week for processing if using alternate vendors.
- 3) Include a link to the website, any log in information (if applicable), direct links to the products, and the quantity needed.
- 4) If purchasing items from Amazon, please attach a pdf screenshot of your cart including all needed items.
 - a. Please note that due to university procurement policies regarding Amazon purchases, a SWAM vendor is used to procure equivalent items. This vendor does not have the same expedited shipping times offered by Amazon. Allow up to **2 weeks** for shipping.
- 5) For an vendor payments, include the sales order or final invoice with the total amount including shipping and handling.
 - a. Submitted invoices outside of net 30 terms or with due dates that have passed will not be approved or processed.

REALLOCATIONS

Reallocating refers to the movement/redistribution of money from one category or project to another. Organizations are able to reallocate funds without prior SGA approval up to \$1,000 per transaction.

For example - if you received a \$500 allocation for transportation, SET Finance can reallocate that \$500 to support event catering upon request (it is an allowable purchase, and under \$1,000). However, if you received \$1,200 for transportation, funds will only be reallocated **with** SGA approval.

- 1) Submit a payment request in Monarch Groups under the line item you would like the expense to come from.
- 2) Provide supporting documentation as required for SET Finance to complete transaction.
 - a) Using the same example above, the supporting documentation would be the catering order form showing the total cost.
- 3) All reallocations are contingent upon the policies and procedures of the Commonwealth as well as SGA's bylaws
- 4) Submitting multiple payment requests for a reallocation totaling more than \$1,000 for a single transaction will need pre-approval from SGA finance committee

If you wish to reallocate funds in excess of \$1,000.00 per transaction, this requires pre-approval from the SGA finance committee.

- 1) Submit a reallocation request to the SGA finance director at least 14 business days prior to the expense. Processing time for SET Finance requires an **additional** 14 days for reallocation approval. (Example: If you wish to reallocate funds for an online order, online orders must be submitted 14 days in advance, therefore the reallocation request would need to be in 28 days before the event.) <https://orgsync.com/55768/forms/261433>
 - 2) You must provide supporting documentation with your reallocation request.
 - 3) If approved, submit a payment request in Monarch Groups under the original line item where the funds were requested to be reallocated from.
 - 4) Update the title of the payment request to: "Reallocation - <Title of Expense>"
 - 5) Be consistent with how you title your reallocation request form submission and how it is listed in your payment request.
 - 6) Payment requests with reallocations in excess of \$1,000 will only be processed once a reallocation form has been approved.
- You will not see new line items added to your budget. Increases or decreases will be applied to your line items by SET Finance once your reallocation request form is approved by SGA Finance.
 - SET Finance Staff will process payment requests as outlined.
 - Each student organization is allowed a maximum 6 reallocations per year as approved by the SGA Finance Committee.

TRAVEL TIMELINE

8-12 weeks prior to your trip:

1. Access the conference registration website.
2. Check if a login or membership is required to purchase registration.
 - a. If membership is required, students are responsible for membership fees.
3. Submit a payment request in Monarch Groups under *Conference Registration* for the total registration cost.
 - a. Review the full registration form before you submit your request to ensure that you provide all needed information to SET Finance.

8 weeks prior to your trip:

1. Work on organizing your transportation details. Search for flights, train tickets, or rental vehicles depending on the most appropriate form of transportation for your destination.
2. Submit a payment request in Monarch Groups under *Transportation*. Attach screenshots of your chosen route and provide any details needed for SET Finance to book for you.
3. Determine if hotel prepayment will be needed for your travel
 - a. If so, contact hotels in the area to determine if they will accept check payment.
 - b. Review this website, <https://www.gsa.gov/travel/plan-book/per-diem-rates>, for the areas lodging per diem rate.
 - c. Once you choose a hotel, email them the COV Substitute W9 to complete and sign.
 - i. This form is located on the Monarch Groups homepage

6 weeks prior to your trip:

1. If you have not already done so, you must book your needed hotel rooms at this time.
2. Submit a payment request in Monarch Groups under *Hotel Prepayment* and attach the signed COV Substitute W9 for the hotel, your booking confirmations, and a list of the traveling students.

2 weeks prior to your trip:

1. If you expect reimbursement will be needed for any expenses incurred on your trip, you must enroll in Chrome River.
2. If you are employed by ODU, you will already have access to Chrome River.
 - a. The Chrome River delegate instructions are located within the Reimbursement Packet on the Monarch Groups homepage. Follow the steps to add both Erin Osarczuk and Tiara Greene as delegates.
3. If you have never been employed by ODU, you must complete the following and submit to setfinance@odu.edu. All forms located in the Reimbursement Packet on the Monarch Groups homepage.
 - a. Chrome River Nonemployee Enrollment Form
 - b. COV Substitute W9
 - c. W8-BEN (for international students only)

After you return from your trip:

1. Review this website, <https://www.gsa.gov/travel/plan-book/per-diem-rates>, for the areas meal per diem rate.
2. Submit payment requests in Monarch Groups for any reimbursement needed
3. These requests should include any supporting receipts for fuel, tolls, taxis, parking, etc.

GENERAL PURCHASING TIMELINE

Vendor Contracts

6-8 weeks prior to your event:

1. Reach out to your chosen guest speaker, DJ, or other service provider to inquire about obtaining their services.
2. Once a service has been agreed upon, begin the required independent contractor paperwork.
 - a. All documents can be found on the Monarch Groups homepage.
3. Fill out the Standard Engagement Agreement with the details of the event (date, time, location, etc.) and the specifics of the services to be provided.
4. Email the vendor with the following documents to complete and sign.
 - a. The filled out Standard Engagement Agreement
 - b. A COV Substitute W9
 - c. The IPSC form

5 weeks prior to your event:

1. If you are still waiting on signed documents, please reach out to your contractor to offer a friendly reminder about the paperwork.

4 weeks prior to your event:

1. Submit a payment request in Monarch Groups under *Vendor Contract* and attach all signed documentation.
2. SET Finance will review the documents and begin the process for check payment. Please keep in mind that this process can take 3-4 weeks.

Promotional Products

6 weeks prior to your event:

1. Meet with your fellow officers and members to discuss what products you are looking to purchase and finalize any artwork you intend to use.

4-5 weeks prior to your event:

1. Choose an approved vendor from the SWAM vendor guide or the ODU contracts website (<https://www.odu.edu/procurement/contracts>)
 - a. Reach out to SET Finance if you have questions about a vendor.
2. Utilize the vendors website or email the vendor with your order details to request a quote.
 - a. Include the product information, sizes, quantities, artwork, etc.
 - b. Be sure to identify the date you need the items delivered by.

2-3 weeks prior to your event:

1. Submit a payment request through Monarch Groups and attach your obtained quote.
2. SET Finance will review the quote and contact you and the vendor to proceed with the order if approved.

1 week prior to your event:

1. Follow up with the vendor if an expected delivery date was not provided to ensure you will receive your items on time.