



Center for Student Engagement

CENTER FOR STUDENT ENGAGEMENT FINANCIAL POLICIES

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Financial Information and Policies

General Statement

There are requirements of student organizations that may not be explicitly mentioned throughout this policy manual or may not necessitate a specific policy itself. This section of general policies details general policies.

Policy

- ✓ All student organizations must attend a Financial Management training on an annual basis
- ✓ All student organizations must pass a Financial Management quiz in order to be eligible to utilize their funding on an annual basis
- ✓ All business transactions must be conducted through the Center for Student Engagement
- ✓ All student organization advisors will be able to assist with certain financial questions; however, if student organizations have further questions, they should contact the Coordinator, DSA Financial Services
- ✓ It is important to allow ample time in your request as there are over 400 student organizations

GW Policies

General Statement

There are additional GW financial policies that were not delineated in the Center for Student Engagement Financial Policies Manual. These policies are available at <http://my.gwu.edu/mod/upolicy/index.cfm?thisTab=2>. If there are additional questions about these policies, student organizations should visit with their SAT advisor. No policy included in the Center for Student Engagement Financial Policies Manual is meant to supersede any GW policy. All GW policies supersede Center for Student Engagement financial policies

Student Association Policies

General Statement

There are additional Student Association policies that were not delineated in the Center for Student Engagement Financial Policies Manual. Student organizations should refer to the Student Association Financial Manual for Student Association policies. If student organizations have additional questions, student organizations should contact the Student Association. No policy included in the Center for Student Engagement Financial Policies Manual is meant to supersede any GW Student Association policy; however, there will be times the Center for Student Engagement Financial Policies Manual will supersede GW Student Association policies. All attempts have been made to limit those.

Student Organization/ Departmental Account Policies

These policies cover the different types of accounts student organizations and departments can have.

Student Association Account

General Statement

Student organizations can apply for funding through the Student Association on an annual basis. The Student Association is responsible for the allocation of budgets and approval of expenditures for student organizations that receive Student Association funding. Student organizations that are allocated Student Association funding will have a Student Association Account managed through the Center for Student Engagement. Student organizations that do NOT apply for Student Association funding but RECEIVE Co-Sponsorships from University departments will have a University Account created.

Policy

- ✓ Student organizations apply for Student Association funding on an annual basis
- ✓ The Student Association determines allocations for groups applying for Student Association Funding in the following three categories:
 - Administrative
 - Programming
 - Sub-organizations
- ✓ If student organization is allocated Student Association funding, the student organization will receive a Student Association Account
- ✓ Student organizations that receive Co-Sponsorships from other departments will receive a Student Association Account
- ✓ Student Association Accounts are managed by the Center for Student Engagement
- ✓ Student Association Account balance and transactions are viewable through the student organization's OrgSync treasury portal
- ✓ Student Association Account balances do not roll over year to year

Revenue/Gift Account

General Statement

All student organizations can have a Revenue/Gift Account. All student organizations are required to utilize the Center for Student Engagement for banking purposes, unless their national organization requires a separate outside banking account. Student organizations deposit all fundraised money, dues, donations and etc. into their Revenue/Gift Account.

(Note: Donations received must be marked as a Gift in order for the donating organization to receive a tax write-off)

Policy

- ✓ All student organizations can have a Revenue/Gift Account
- ✓ Student organizations shall not have outside bank accounts unless:
 - National organization requires an outside bank account
 - Expressly given permission by the CSE
- ✓ Student organizations must deposit any fundraised funds into their Revenue/Gift Account
- ✓ Revenue/Gift Accounts are managed by the CSE Financial Services team
- ✓ Revenue/Gift Account balances and transactions are viewable through the student organization's OrgSync treasury portal
- ✓ Revenue/Gift Account balances roll over year to year
- ✓ Revenue/Gift Account balances cannot go into the negative, unless granted permission by CSE Financial Services

How to Deposit

- ✓ During office hours
 - Student organization bring deposits to CSE Financial Services; located on the 5th floor of the Marvin Center
 - Deposits will be credited to the student organization Revenue/Gift Account
 - Deposits will be subject to reduction should a check be returned for nonsufficient funds or if a credit card deposit is cancelled
- ✓ After hours Night Drop
 - A night deposit bags and cash boxes are available should the student organization wish to check it out
 - Student organization who wish to utilize the night deposit drop, must check out a night deposit bag
 - Student organization deposits money into night deposit bag and places bag into night deposit drop safe outside of Colonial Crossroads
 - Student organization must meet with CSE Financial Services the next business day to process deposit

(Note: All checks must be written to "The George Washington University" or "GW STUDENT ORGANIZATION")

Types of Deposits

There are five types of deposits that be made into your Revenue/Gift Account. Each deposit comes from a separate source and will be notated as such when you view your account activity in OrgSync. The five types of deposits are as follows:

- ✓ *Cash/Check*- Deposits bought in to the CSE from various fundraising activities
- ✓ *Credit Card*- Funds received through the GW Credit Card portal
- ✓ *GWorld*- Funds received from the GWorld office when a GWorld machine was used
- ✓ *Gift*- Donations received from non-GW parties
- ✓ *Co-Sponsorship*- Funds received from other student organizations or departments

Campus Recreation Account

General Statement

All club sports student organizations have access to a Campus Recreation Account. Campus Recreation allocates funds to club sports on an annual basis. All financial transactions are conducted and monitored through the Center for Student Engagement.

Policy

- ✓ Athletics allocates club sports funding each year
- ✓ Campus Recreation accounts can be utilized in the same manner as Student Association Accounts
- ✓ Campus Recreation accounts DO NOT roll over year to year
- ✓ Campus Recreation accounts cannot have a negative balance
- ✓ To utilize Campus Recreation Accounts, clubs must submit the spending request from their Campus Recreation budget in OrgSync
- ✓ Funds in Campus Recreation Accounts cannot be transferred to another other account
- ✓ Financial Officers can view the balance and activity through the OrgSync treasury portal

Departmental Accounts

General Statement

The Center for Student Engagement, GW TRAILS, and the Residence Hall Association all have departmental accounts that are managed by a treasurer of the organization and overseen by CSE Financial Services. All departmental accounts should be reconciled monthly.

Policy

- ✓ The following have departmental accounts:
 - The Center for Student Engagement
 - GW TRAILS
 - Residence Hall Association
- ✓ The departmental accounts do not roll over from year to year
- ✓ To access the departmental Oracle code, contact CSE Financial Services

Financial Transactions Policies

These policies detail general financial transaction policies that student organizations and departments will utilize on a consistent basis.

Petty Cash/Cash Advances

General Statement

Petty cash is available to all student organizations and staff. Petty cash can be used for small purchases if the need is known in advance. While petty cash is an available option, students and staff should request cash advance if the need for cash is greater than the limit of petty cash. Student organizations can request a cash advance as long as the request is at least two-weeks in advance.

Policy

- ✓ To request petty cash/cash advance, an organization must submit a spending request through OrgSync and staff needs to send an email to a CSE Financial Services team member
- ✓ Petty cash requests must be submitted at least five business days in advance of the need by date
- ✓ Cash advance requests must be submitted at least two-weeks in advance of the need by date
- ✓ Petty cash and cash advances are limited to \$150 and \$600 per request respectively
- ✓ Petty cash/Cash advance is limited to one request per organization at a time
- ✓ Petty cash/Cash advance must be returned prior to receiving another request for petty cash
- ✓ Petty cash/Cash advance receipts and left over cash are due back to CSE Financial Services within 5 business days
- ✓ All receipts need to be itemized and legible
- ✓ Responsible parties will be contacted after the fifth business day
- ✓ If individuals do not turn in receipts and/or left over cash after a two-week period, their organization/department will be charged for the entire amount
- ✓ If petty cash/Cash advance is returned late for a second time your student organization will not be allowed to request petty cash for the remainder of the semester
- ✓ If an organization/individual fails to turn in receipts and/or left over cash, the student organization will be unable to request additional petty cash for the remainder of the year
- ✓ Petty cash **MUST** be picked up at the Center for Student Engagement from someone on the CSE Financial Services team
- ✓ Individuals cannot return their petty cash to anyone other than a CSE Financial Services team member
- ✓ Petty cash **CANNOT** be used for the following:
 - Tobacco
 - Alcohol
 - Ammunition
 - Drugs
 - Gift cards
 - Paying vendors who must go through the Supply Chain procedures

Receipts

General Statement

A receipt is needed to process any reimbursement and petty cash. Receipts are also needed when utilizing the George Washington University P-Card (credit card).

Policy

- ✓ All receipts must be clear and itemized
- ✓ If a receipt is not available and a credit card statement for that specific purchase is available, the credit card statement may suffice
- ✓ If receipts are not available and credit card statement will not suffice, student organization advisor may create memo stating what was spent and why there is no receipt. If approved by CSE Financial Services, the memo will be forwarded to the Director of DSA Financial Services; This memo may be approved and may suffice for sufficient documentation
- ✓ All receipts must be dated within 30 days
- ✓ An exception may be granted if during winter holidays or during any other period of time when the CSE and/or Student Association office is closed
- ✓ If receipt is older than 30 days, student organization advisor may create memo stating what was spent and why the receipt was not turned in within the specified timeframe. If approved by CSE Financial Services, the memo will be forwarded to the Director of DSA Financial Services; This memo may be approved and may suffice for sufficient documentation
- ✓ Petty cash receipts should be taped to an 8.5x11 piece of paper
- ✓ NO STAPLES OR PAPERCLIPS can be use

GWORLD

General Statement

All student organizations have the opportunity to collect funds via GWORLD. Student organizations have four options for collecting funds via GWORLD: the Center for Student Engagement (stationary); the Student Association (stationary); the Mount Vernon (stationary); and contracting with GWORLD for a portable machine.

Policy

- 1) Student organizations need to contact the Center for Student Engagement to fill out a form to utilize the GWORLD machine for the following locations: CSE, Mount Vernon, and Student Association
- 2) The Center for Student Engagement GWORLD machine is utilized only to collect funds for the following groups:
 - a. Alternative Winter/Spring Breaks
 - b. Panhellenic
 - c. TRAILS
 - d. Other student organizations on a case by case basis (contact the CSE to get permission)
- 3) The Student Association GWORLD machine may be used by student organizations if they contact the Student Association and permission is granted
- 4) The Mount Vernon GWORLD machine may be used by student organizations if they contact the Center for Student Engagement and permission is granted.
- 5) Student organizations need to contact GWORLD on the ground floor of the Marvin Center to utilize a portable machine
- 6) GWORLD will provide student organization with Merchant Card Agreement Form
- 7) Form must be signed by Associate Dean of Students
- 8) Form must be returned to the GWORLD office five (5) days prior to event
- 9) Must book a GWORLD friendly location
- 10) No hand written forms will be accepted
- 11) Student organizations have students come to the Center for Student Engagement, Student Association, or Mount Vernon to have staff swipe their card
- 12) The student must notify the Center for Student Engagement what they are paying for
- 13) The Center for Student Engagement will provide the individual payee a receipt
- 14) The Center for Student Engagement will keep records of all GWORLD payments
- 15) The Center for Student Engagement will credit student organization accounts monthly
- 16) Payments via GWORLD at these locations are charged 3%: Center for Student Engagement, Mount Vernon, Student Association
- 17) Student organizations have students come to their event and swipe their card
- 18) GWORLD will keep records of these transactions
- 19) The Center for Student Engagement will credit student organization Revenue Accounts on a monthly basis
- 20) All GWORLD portable machines will incur a 6% rental fee, which will be deducted from the overall amount credited to Revenue Account

Co-sponsorships

General Statement

A student organization can receive co-sponsorships from a variety of locations throughout the university. A co-sponsorship is a transfer of funding from one organization/department to another. All co-sponsorship funds will be transferred to the fund it came from (i.e. SA Account to SA Account, Revenue Account to Revenue Account). Once the transfer has been completed, student organizations can utilize the funds in a normal fashion.

Policy

- ✓ All co-sponsorship funds will be transferred to the similar account it came from
 - University Department Account to SA Account
 - SA Account to SA Account
 - Revenue Account to Revenue Account
 - Revenue to University Department Account
- ✓ Criteria varies for each department, committee, association, or council that provides funding
- ✓ To apply for a co-sponsorship from the SA, initiate a new budget request to complete the SA Co-Sponsorship Request accurately and in its entirety
- ✓ Student organizations may or may not be notified the approval of their co-sponsorship request
- ✓ Co-sponsorship funds are subject to the same policies as the same funds they are in (i.e. co-sponsorship from SA Account into a SA Account are subject to all SA Account policies)

Transfers

General Statement

Student organizations may need to make a payment to a university department for various reasons or another student organization for various reasons. To achieve this, student organizations can request a transfer of their funds utilizing the Student Organization or University Department Transfer Request in OrgSync.

Policy

- ✓ Student organizations that wish to transfer funds to another university department:
 - Must include Oracle code or contact information of department and reason for transfer in the OrgSync request
- ✓ Transfers take approximately one week to process
- ✓ Student organizations can transfer funds the following ways:
 - SA to SA
 - SA to University Department
 - Revenue to Revenue
 - Revenue to University Department
- ✓ Campus Recreation Accounts are prohibited from transferring funds to another account

OrgSync Spending Request Policies

This section details general policies regarding OrgSync Spending Request for student organizations and departments.

General Spending Request Policies

- ✓ All Spending Requests must be submitted for approval by the CSE advisor and SA VPFA, for SA Request
- ✓ Payment Spending Requests are submitted for SA, Campus Rec and Departmental Accounts
- ✓ Withdrawal Spending Requests are submitted for Revenue/Gift Accounts
- ✓ All Spending Requests must be filled out completely prior to submission to be approved
- ✓ Incomplete submissions will be returned or denied by an advisor
- ✓ Final approval and request processing is handled by the CSE Financial Services team

Types of Transactions

General Statement

OrgSync Spending Requests are utilized to conduct all transactions. There are various transactions student organizations and the Center for Student Engagement can conduct.

Policy

- ✓ All financial transactions are recorded by submission of a Spending Requests
- ✓ All financial transactions are processed by the CSE Financial Services team
- ✓ Financial transactions can include, but are not limited to:
 - Reimbursements (Individual)
 - Vendor Payments (check payments for DJs, outside caterers, photographers, businesses, universities, etc.)
 - Credit Card Payments (credit card payments for outside caterers, event supplies, website domain registrations, etc.)
 - Honoraria (payments for speaking)
 - University catering
 - Transfers
 - Marvin Center and University Spaces
 - University Police Department
 - Academic Scheduling Office
 - Academic Technology Office
 - Other University Departments

Reimbursements

General Statement

Individuals may be able to receive a reimbursement from their student organization or university department if they have received the proper approval. Reimbursements must be authorized through: OrgSync Spending Requests. This policy will detail general requirements for reimbursement and then detail each authorization policy.

Policy

- ✓ Reimbursements must be submitted through an OrgSync Spending Request
- ✓ Reimbursements must be submitted within 30 calendar days of purchase
- ✓ Reimbursements take anywhere from 6-8 weeks to be received from the date of approval by the CSE Financial Services team
- ✓ It is recommended that all individuals seeking reimbursement have direct deposit on file with the university
- ✓ Address on reimbursement must be the same as in the Banner system
- ✓ Student Organization Officers cannot submit their own reimbursement
- ✓ Food related purchases require an itemized receipt as well as event promotional material or attendees list
- ✓ See policy on Receipts
- ✓ Payments made to speakers will not be reimbursed

CSE ERFs Policy (only pertains to Resident Advisors)

- ✓ All CSE ERFs must be submitted within 30 calendar days of purchase
- ✓ All CSE ERFs must be signed by supervisor
- ✓ All CSE ERFs must be turned into the CSE Financial Services
- ✓ All CSE ERFs will take approximately 3-4 weeks to process
- ✓ All CSE ERFs must be approved by the CSE in order to be processed
- ✓ All CSE ERFs must be processed in the current fiscal year
- ✓ All CSE ERFs may be subject to additional information
- ✓ ERFs must be filled out completely and legibly
- ✓ GWID should match with W-4
- ✓ All receipts must be attached to the ERF
- ✓ See Policy on Receipts

Vendor Policies

These policies are specific to the vendors that many student organizations and Center for Student Engagement employees utilize.

Contracts

General Statement

Almost all outside vendors require some form of contract. These contracts must be reviewed by the GW Office of General Counsel. The review of a contract can take up to 6-8 weeks, for larger events. We advise organizations to begin the contract process at least 2 weeks in advance for smaller events. Contracts will be submitted to student organization advisors, who will then start the process for institutional approval.

Policy

- ✓ All contracts must be submitted to student organization advisor
- ✓ Student organization must fill out Contract Information Sheet and give to student organization advisor
- ✓ Student organization advisor will create contract based on Contract Information Sheet
- ✓ ****STUDENT ORGANIZATIONS MAY NOT SIGN ANY CONTRACT****
- ✓ All contracts must include the contract information form with completed information
- ✓ If standard GW CSE contract is utilized, there is no need for the GW OGC to review the contract as they have previously approved this contract
- ✓ All contracts must be signed by the Director of Finance for the Division of Student Affairs
- ✓ ****STUDENT ORGANIZATIONS MAY NOT SIGN ANY CONTRACT****
- ✓ Contracts are needed for ALL outside vendors and individuals providing services, even when services
 - are being provided free of charge
- ✓ Examples include, but are not limited to:
 - Caterers
 - Hotels (Event space)
 - Speakers
 - DJs
 - Performers
- ✓ All payments will be processed at a minimum 4-6 weeks after all paperwork is submitted, with the
 - potential for another 2 weeks with shipping
- ✓ Payments to vendors will not be processed until after services are provided
- ✓ Payments to vendors will not be made to vendor on the date of contracted service

Check to Vendors

General Statement

There are four primary payments Accounts Payable makes to vendors, depending on the type of vendor. They are registration/tournament fees, individual and sole proprietorships, commercial vendors, and prizes, awards, and scholarships. The University Policy on Payment to vendors is available here: <http://my.gwu.edu/files/policies/Supplier%20Registration%20PolicyFINAL.pdf>

*Policy for Registration/Tournament Fee Payment Request (**Tournament, Sporting Events**)*

- ✓ All registration/tournament fee requests must be submitted to the CSE by way of an OrgSync Spending Request
- ✓ All registration/tournament fee requests must have an invoice attached to the request
- ✓ If the registration/tournament fee request is to a new university/entity, student organization must also submit a W-9 form
- ✓ Registration/tournament fee requests will be processed within two weeks of final approval
- ✓ All payments will be made to the vendor via check or direct deposit if it is on file

*Policy for Individuals Payment Requests (**DJs, Photographers, etc.**)*

- ✓ All individual/sole proprietorship payment requests must be submitted to the CSE by way of an OrgSync Spending Request
- ✓ All individual/sole proprietorship payment requests must have an invoice
- ✓ If the individual/sole proprietorship payment request is to a new vendor, student organization must work with their advisor to have the vendor register through iSupply
- ✓ If the individual/sole proprietorship payment request is to an existing vendor, only Worker's Classification form is needed
- ✓ All individual/sole proprietorship payment requests will be processed within two weeks of final approval
- ✓ All payments will be made to the vendor via check or direct deposit if it is on file

*Policy for Commercial Vendors (**Businesses**)*

- ✓ All commercial vendor payment requests must be submitted to the CSE by way of an OrgSync Spending Request
- ✓ All commercial vendor payment requests must have an invoice attached with the request
- ✓ If the commercial vendor payment request is to a new vendor, student organization must work with their advisor to have the vendor register through iSupply
- ✓ All commercial vendor payment requests will be processed within two weeks of final approval
- ✓ All payments will be made to the vendor via check or direct deposit if it is on file

Policy for Prizes, Awards, Donations, and Scholarships (PADS)

- ✓ All P.A.D.S. payment requests must be submitted to the CSE by way of an OrgSync Spending Request
- ✓ All P.A.D.S. payment requests must have a memo attached with the request
- ✓ If the P.A.D.S. payment request is to someone outside of the GW University and has never received a payment before, student organization must also submit a W-9 form
- ✓ All P.A.D.S. payment requests will be processed within two weeks of final approval
- ✓ All payments will be made to the vendor via check or direct deposit if it is on file

Honoraria (Speakers)

General Statement

If a student organization is bringing a speaker to campus and would like to offer them an honorarium, a student organization will need to complete an honorarium form. If the honorarium recipient is a university employee, additional paperwork is needed. Honoraria payments are processed on an expedited process with limited forms needed to be submitted.

Policy

- ✓ All honoraria payment requests must be submitted to the CSE by way of an OrgSync Spending Request
- ✓ Honorarium recipient must completely fill out and sign the honorarium recipient form and the most recent W-9 form
- ✓ No electronic signatures will be accepted
- ✓ Honorarium recipient forms will be processed within one week of final approval
- ✓ Contracts are needed for honorarium recipients, as per DSA policy

Payments for Goods via University Credit Card (P-Card)

General Statement

If a student organization needs to purchase goods such as supplies or food, the student organization may be able to utilize a GW University Procurement Card (P-Card). Student organizations will come in during office hours to make the purchase(s). Receipts need to be returned within three business days if not submitted at the time of payment.

Policy

- ✓ All P-Card requests must be submitted to the CSE by way of an OrgSync Spending Request
- ✓ Once the request has been approved the student organization comes in during office hours to make the purchase(s).
- ✓ The CSE Financial Services team may go to CVS, GW Bookstore, or Whole Foods to swipe card if needed by scheduling an appointment. Other vendors must be able to accept telephone or online orders.
- ✓ Hotels, buses, caterers, etc. need to have an invoice attached to the request for approval
- ✓ All food purchases (i.e. Corner Bakery, Domino's) require marketing info (i.e. FB post, email or flier)
- ✓ Student organization is responsible for providing itemized receipts within three business days
- ✓ Should receipts not be submitted within allotted time frame, student organization may lose ability to utilize P-Card for a period of time

Imprinted Materials w/ GW Logo (T-shirts, merchandise)

General Statement

Student organizations may want to utilize the GW Logo. This policy details instructions on obtaining permission to create t-shirts and other imprinted merchandise that is created/purchased by student organizations which must contain specific information and graphics approved by the Licensing and Trademark office. All student organizations must work with their Advisor to ensure that all artwork is approved. Unapproved artwork and merchandise will not be ordered nor paid for if already ordered.

Policy

- ✓ All artwork for imprinted merchandise must be submitted for approval to the Licensing and Trademark at LTP@gwu.edu
- ✓ All student organizations must utilize an approved merchandise vendor if they are using imprinted merchandise
- ✓ List of approved vendors is available here:
<http://gwired.gwu.edu/ltp/downloadablevendorcontactinformation/>
- ✓ All student organizations must get a minimum of three quotes for imprinted merchandise from the approved vendors
- ✓ All imprinted merchandise payment requests must be submitted to the CSE by way of an OrgSync Spending Request and confirmation of approval of artwork from Licensing and Trademark

University Bookstore

General Statement

Student organizations may wish to purchase supplies and other materials from the University Bookstore. Student organizations must submit to the CSE by way of an OrgSync Spending Request. Student organization will be accompanied by a member of CSE Financial Services to purchase materials.

Miscellaneous Payment Policies

This section details miscellaneous payment policies for student organizations and the Center for Student Engagement.

Donations

General Statement

Student organizations may make donations to nonprofits from their Revenue Accounts should. There are different processes for domestic and international donations.

Policy for Domestic Donations

- ✓ Student organizations must submit a Revenue/Gift Spending Request to donate to a domestic nonprofit
- ✓ SA funds are not permitted to be used for donations
- ✓ Student organizations must provide a donation memo detailing the following:
 - Organization name
 - Organization address
 - Organization contact person
 - Organization phone number
 - Amount of donation
 - Student organizations must provide a copy of the organization's W-9

Policy for International Donations

- ✓ Student organizations must submit a Revenue/Gift Spending Request to donate to an international nonprofit
- ✓ SA funds are not permitted to be used for donations
- ✓ Student organizations must provide a donation memo detailing the following:
 - Organization name
 - Organization address
 - Organization contact person
 - Organization phone number
 - Organization bank account number, bank routing number, bank address
 - Organization type (corporation, partnership, etc.)
 - Name of country
 - Student organizations must provide a copy of the organization's W-8 Ben

Policy for Political Donations

Federal tax law prohibits certain nonprofit organizations from participating in political campaigns. In accordance with this law, university policy states that the resources of the university, as well as those of its various schools, departments and offices, may not be used to support or oppose, directly or indirectly, candidates for political office.

Investments

General Statement

Student organizations may, under certain circumstances, utilize their funds for making investments and for supporting investments.

Policy

- ✓ Student organizations shall not use any university funding for making investments, foreign or domestic
- ✓ This includes Student Association funding
- ✓ Student organizations may utilize their Revenue /Gift Account to make investments
- ✓ If a student organization wishes to utilize their Revenue/Gift Account to make an investment, the student organization needs to meet with the CSE Financial Services to go over the necessary paperwork and to discuss options for making the investment
- ✓ Student organizations may be able to deposit proceeds from their investments into their Revenue/Gift Account
- ✓ Additional policies may be relevant, including federal, state, and local regulations regarding investments
- ✓ Should a student organization have additional questions regarding investments, they will need to stay in contact with the University's General Counsel

Wire Transfers

General Statement

Payments can be made via wire transfers if needed, whether they are a domestic or foreign payment. Student organizations who want to make a wire transfer will need to complete the OrgSync Spending Approval process and will also need to fill out a memo containing information about the wire transfer. Wire transfers can take a couple weeks to process.

Policy

- ✓ All wire transfer payment requests must be submitted to the CSE by way of an Spending Request
- ✓ All wire transfer payment requests must have an invoice attached to the request
- ✓ If the wire transfer payment request is to a new vendor, student organization must also work with their CSE Advisor to get the vendor registered
- ✓ The vendor must be registered before the payment can be processed
- ✓ If the wire transfer payment request is to an existing vendor, no additional forms are needed to process payment
- ✓ All wire transfer payment request must include a memo stating the following
 - Purchase Order # (if there is one)
 - Payment Due Date
 - Payee Name
 - Payee Address
 - Payee Bank Account #
 - Payee Bank Name
 - Payee Bank Address
 - Payee Bank Routing
 - SWIFT CODE
 - Remittance message
 - Payee email address
 - Additional email address (if desired)
 - Wire transfer payment requests can take a couple weeks to be processed

Travel Policies

This section details travel policies that student organizations and the Center for Student Engagement must follow.

Hotels

General Statement

Travel by student organization members may necessitate staying overnight at an event, competition or other purpose. The university has the ability to book hotels for student organizations. Hotel reservations are mainly booked through hotels.com unless your organization has special rate or block booking already in place at the hotel.

Policy

- ✓ All hotel reservation requests must be submitted by way of an OrgSync Spending Request
- ✓ When searching for room rates we advise student organizations use the hotels.com site
- ✓ Student organizations are exempt if they pay charge themselves and want to submit for a personal reimbursement later
- ✓ All travel request forms must be submitted at least two weeks prior to the event/travel date
- ✓ If the booking is reserved directly through the hotel the student organization is responsible for contacting hotel and obtaining the credit card authorization form which will be returned to the hotel allowing student organization to check-in without a credit card
- ✓ Student organization must return receipts within three business days following their return

Airfare

General Statement

Student organizations may need to fly to an event, competition or other purpose. The university has the ability to book airfare for student organizations.

Policy

- ✓ All airfare reservation requests must be submitted by way of an OrgSync Spending Request.
- ✓ When searching for airfare rates we advise student organizations use the GW iBuy travel portal
- ✓ Student organizations are exempt if they pay charge themselves and want to submit for a personal reimbursement later
- ✓ All travel request forms must be submitted at least two weeks prior to the event/travel date

Vehicle Rentals

General Statement

Student organizations may need to rent a vehicle for transport to an event, competition or other purpose. The university has the ability to reserve rental vehicles for student organizations.

Policy

- ✓ All Enterprise reservation requests must be submitted by way of an OrgSync Spending Request
- ✓ Student organizations can only pick up vehicles from the Woodley Park and DCA branches
- ✓ All student organizations drivers using vehicle rentals paid by the university must take and pass the Risk Management registered driver test
- ✓ Contact Advisor for forms to get new drivers registered
- ✓ Driver registration is only valid for one year
- ✓ Insurance is provided in the rental agreement by the University
- ✓ All types of vehicles EXCEPT minivans and SUVs receive free mileage
- ✓ Minivans and SUVs receive 200 and 150 free mileage respectively
- ✓ Drivers can only drive a 300-mile radius around Washington DC
- ✓ All travel request forms must be submitted at least two weeks prior to the event/travel date
- ✓ All vehicle rental bookings and confirmation will be available during the week of the rental

Bus Rental (Transportation Vendor)

General Statement

Student organizations can place reservations with outside transportation vendors as long as the transportation vendor is approved by the GWU Office of Risk Management as having sufficient insurance, training and certifications, among other requirements. Students will need to find a bus rental company that is on the approved vendor list by the Office of Risk Management.

Policy

- ✓ Student organizations go to <https://risk.gwu.edu/preferred-transportation-vendors> to find approved transportation vendors for bus travel
- ✓ Student organization works with Advisor on reserving bus transportation
- ✓ Student organization must submit an OrgSync Spending Request along with invoice for bus
- ✓ CSE Financial Services will make payment to the approved transportation vendor

International Travel

General Statement

Student organizations may travel abroad in the course of their normal programmatic needs. Student organizations must work with their Advisors to ensure the proper documentation for international travel has been completed.

Policy

- ✓ Student organizations that need to travel abroad must work with their Advisor to ensure proper documentation is submitted to the George Washington University
- ✓ Student organizations and their Advisor will utilize the StudioAbroad system through the Office of Study Abroad
- ✓ For more information, please refer to:
<http://studentorgs.gwu.edu/resources/Section1Tutorial/policies/InternationalStudentGroupTravelPolicy>
- ✓ Student organizations must submit paperwork at least 4 weeks in advance to ensure approval from the Associate Dean of Students and the Office of Risk Management
- ✓ Student Organization must submit all the appropriate OrgSync Spending Request to meet the needs of their travel plans

Supply Policies

This section details policies pertaining to the purchasing of supplies for student organizations and the Center for Student Engagement.

Office Supplies

General Statement

Any student organization that wishes to purchase office supplies can utilize the University purchasing IBUY portal. Student organizations will provide a list of supplies from Staples website. The Center for Student Engagement will purchase supplies and have them shipped to the Center for Student Engagement waiting for pickup.

Policy

- ✓ Student organization must provide a detailed cart summary of supplies from Staples that is to be accompanied by an OrgSync Spending Request
- ✓ The CSE Financial Services will purchase the supplies through the IBUY portal
- ✓ Supplies will be shipped to the CSE and the student organization will be notified their package is awaiting pickup

Gift Cards

General Statement

Student organizations, departments, and units may want to purchase gift cards for their organization or individuals. Unfortunately this is not allowed. Metro fare cards fall under this policy as well.

