

**GUSTAVUS ADOLPHUS COLLEGE
ACCOUNTS PAYABLE POLICIES AND PROCEDURES
FOR STUDENT GROUPS**

PURCHASE ORDER POLICY

A purchase order will allow you to make a purchase without getting charged sales tax. You **will not** be reimbursed for sales tax.

- All purchase orders must be obtained in person from full-time staff in the Student Activities Office.
- Specify where you will be purchasing, what you are purchasing, and request enough money to cover the expense. Also make sure to indicate your name and the name of your group.
- Purchase orders must be signed by Student Activities staff.
- Purchase orders of \$5,000 or more need to be submitted to the Finance Office for approval.

CHARGE ACCOUNT POLICY

Use these businesses as much as possible. With a purchase order (see above) you can charge your expense to Gustavus at these stores and avoid having to use your own money. Be sure you are not charged sales tax.

KEEP YOUR RECEIPT. Attach it to a request for payment (see below) and process immediately.

A to Z Rental	Don's Hobby	Mr. Monogram	St. Peter Lumber
Arrow Ace	Erbert & Gerberts	Nelson Printing	St. Peter Rental
Barnes and Noble	Godfathers	Paper Service Plus	Swedish Kontur
B-Stark	Hancock Fabric	Radio Shack	Target
C&S Supply	Hermel	Scheels	Total Entertainment
Cold Stone Creamery	Hy-Vee	Shopko	Village Drug
Cub Foods	Mary's Flowers	Slumberland	
Dollar Store	Menards	St. Peter Food Coop	
Dominos	MGA Graphics	St. Peter Greenhouse	

***You can also charge at Econofoods, Walmart/Sams Club, and Best Buy. To charge at Econofoods, use the yellow card issued to your group. If you do not have one, see Sandy in the Finance Office. To charge at Walmart/Sam's or Best Buy, check out a store charge card from Student Activities. *You must have a Sam's membership to gain entrance. Gustavus does not provide you with this.

REQUEST FOR PAYMENT PROCEDURES

Complete an RFP in order for Gustavus to pay for your group's expense.

- A complete request includes the following:

an original invoice/receipt	account numbers (i.e. 9-line)	routing information
name and address of vendor	social security/Federal ID numbers	proper signatures
- A Request for Payment needs to be completed for each invoice being submitted. Vendor statements are not a substitute for an original invoice and will not be accepted. (i.e. 2 bills = 2 RFP's)
- If you are being reimbursed for meals or food for an event, you **must** attach documentation to support **who attended** the event and the **purpose** of the event with your receipt. This is an IRS requirement.
- If the funds for this expense are coming from your organization, your Advisor's signature is required.
- If any funding is coming from Senate, leave the account line blank and submit to Senate to complete. The Senate treasurer will sign it as well as the Dean of Students. **Allow plenty of time for the RFP to cycle through these offices!** Note that you still need to have your advisor's signature in this case as well.
- If a request is not complete, it will be returned to you through Campus Mail.

POLICY CONCERNING PAYMENTS TO VENDORS WHO PERFORM SERVICES FOR THE COLLEGE

The IRS requires that the College obtain a tax identification number and current address for all vendors who provide a service to the College. This includes entertainers and speakers. **No Request for Payments will be processed** until this information has been provided. See Anna or Sandy in the Finance Office for the W-9 form needed.

REMINDER

ALL REQUEST FOR PAYMENTS ARE DUE ON MONDAYS AT **4:45 p.m.** in order to be paid on the following Thursday. **There are NO exceptions.** Requests received after this deadline will be included in the check run for the following week. Plan ahead for any entertainer or speakers you want to bring in. IT TAKES TIME.