ACCESSING YOUR BPA AWARD

Important Points to Remember

- Plan ahead. Some purchases require up to two weeks to process.
- Payments to Brandeis faculty, staff, and students for services and for the purchase of alcohol are prohibited.
- To be reimbursed through DAS or your department, save all expense receipts. Receipts must be original and itemized. Make a copy of the receipts for your records, in case the originals get lost. Submit all required documentation shortly after the initiative is completed. Missing information can delay or prevent processing.
- Brandeis is a non-profit tax-exempt organization so if Brandeis is paying, no tax should be charged. Be sure to inform the vendor in advance.
- NEVER sign a contract.
- NEVER pay or reimburse an individual (e.g. a performer, guest lecturer) with your own funds. You will be in violation of tax laws and the university will NOT reimburse you.
- Beware of hidden fees. Make sure the quoted price includes everything (fees, taxes, etc.), and avoid late and rush fees by making arrangements as far in advance as possible.
- If you have any questions, contact DAS.

Payment Methods

DIRECT PAYMENT TO ON-CAMPUS VENDORS (CONFERENCE & EVENTS, COPY CENTER, ETC.)
Payments for on-campus services can be paid directly with the DAS chart string. On-campus services have their own order forms and procedures. Please consult with the appropriate office for further instructions. All forms can be directed to the BPA Program Administrator or you may deliver them in person to the DAS office [Bernstein-Marcus 73-12]. Any changes to original orders should be approved by DAS. Please be sure your name and department/program is clearly referenced on the documentation.

UNIVERSITY CREDIT CARD
Some off-campus purchases can be paid for directly with a University Credit Card. For example, if you order catered food that must be paid for in advance, you may coordinate direct payment with the BPA Program Administrator in the Dean’s Office. Original receipts must be delivered to the Dean’s office for record keeping. This option is also best if you are purchasing online supplies.

TRANSFERRING GRANT FUNDS TO ANOTHER UNIVERSITY ACCOUNT
If you would like to take advantage of this option,
- Please notify the Program Administrator, Joan Tarkulich via email that you plan to arrange a transfer, and then speak to Stephen Costa, budget analyst in the Office of Students and Enrollment, to initiate it.
- Tell him that you have funds available from the Office of the Dean of Arts and Sciences, and that they have agreed to transfer them to your club account. If done via email, cc Joan and she will supply the Office of Students and Enrollment with the DAS chart string to complete the process.
- Please allow two weeks for the transfer to be completed.
PAYMENT FOR CONTRACT SERVICES AND HONORARIA
All contractual agreements must be approved and signed by specific university officials. No student or staff member should ever sign a contract on behalf of the University; these regulations are designed to protect both students and the University from liabilities. If you are unsure who should sign the contract, please bring it to DAS. Honoraria, stipends, and fees for contract services are not allowed for Brandeis faculty, staff, or students (this includes students acting as DJs or performers). Do not pay someone yourself, intending to be reimbursed later - this violates tax procedures and you will not be reimbursed.

BPA recipients are responsible for completing and coordinating any paperwork necessary to pay a non-employee, non-student vendor. The Resource and Leadership Handbook on the Student Activities website is an excellent tutorial on how students can pay off-campus partners.

There is often confusion about the difference between an honorarium and a contractor or consultant.
- A contractor/consultant is an entity or person who provides a professional service on a short-term basis (e.g., musicians, coaches, etc.). They will need to fill out documentation so that their compensation can be recorded for tax purposes.
- An honorarium is a “token” payment for services such as an academic presentation; the fee is at the discretion of the University and is not legally required.

REIMBURSEMENT WITH ORIGINAL RECEIPTS (FOR ALL PURCHASES NOT INCLUDED ABOVE)
All other purchases must be made by the individual and then reimbursed. All reimbursements must be submitted by February 1 for fall initiatives or by the last day of the final examination period for spring initiatives.

a. Reimbursements for amounts UNDER $100
- You MUST have original receipts in order to be reimbursed. If you spend under $100, stop by the Program Administrator’s office in Bernstein-Marcus 73-12 to complete a Petty Cash Form.
- Once the form is completed and signed, you will take it to 60 Turner Street during the Cashier’s office hours and you will receive a cash reimbursement.

b. Reimbursements for amounts OVER $99
- You MUST have original receipts in order to be reimbursed. If you spend $100 or more, stop by the Program Administrator’s office in Bernstein-Marcus 73-12 to complete the necessary reimbursement form.
- The Program Administrator will send the completed form and receipts to Accounts Payable. Once Accounts Payable has processed the form, a check will sent to your mailbox. This process may take 1-2 weeks.