

## Accessing Your Funding

If you have any questions about what information you must provide, please contact Gretchen Rowley at 62103 or [growley@brandeis.edu](mailto:growley@brandeis.edu). *Gretchen's office hours are Monday through Thursday 9:00AM-2:00PM in Bernstein Marcus 12 (ground floor, near the stairwell).* If you are unable to reach Gretchen, Kristen Caporiccio is also available for budget questions or concerns, at 63477 or [kcapor@brandeis.edu](mailto:kcapor@brandeis.edu). *Kristen's office hours are Monday through Friday 9:30-5:30PM in the main Office of the Dean of Arts and Sciences (DAS), Irving 101 (enter the building from the courtyard, take a left, and the door is on your right opposite the interior glass doors).*

There are four ways to access your funds:

1. If you are a chartered student club and have available funds in your own account to cover the charges for a short period of time, the BPA can transfer funds directly to your account to reimburse the club for expenses. This option requires the least amount of time and paperwork; speak to the Student Union Treasurer for assistance with this process.
2. Payments for on-campus purchases and honoraria can be paid for directly from BPA funds.
3. Some off-campus purchases can be paid for directly with a University Credit Card.
4. All other purchases must be made by the individual and then reimbursed.

Carefully review below what information will be required for your request. All reimbursements must be submitted no later than two weeks after the completion of the event.

### **Important Points to Remember**

- Plan ahead. Some purchases require up to two weeks to process.
- Bring in or send ALL required documentation. Missing information will delay processing.
- Receipts for reimbursements must be *original* and *itemized*. Make a copy of the receipts for your records, in case the originals get lost in the mail.
- NEVER sign a contract yourself.
- NEVER pay or reimburse an individual (e.g. a performer, guest lecturer) yourself; all payments must come directly from the university to the individual owed the money. If you pay/reimburse them, you may violate tax laws and the university will NOT reimburse you. It's all right to pay for items at a store, if you collect the receipts and plan to be reimbursed.
- 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 your project liaison or DAS.

### **Transferring Grant Funds to another University Account**

If you would like to take advantage of this option, please notify Gretchen via email ([growley@brandeis.edu](mailto:growley@brandeis.edu)) that you plan to arrange a transfer, and then speak to the Student Union Treasurer to initiate it. Tell him/her 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. He/She will then speak directly to Gretchen to complete the process. Please allow two weeks for the transfer to be completed (one week to complete the forms between the Student Union and DAS, and one week for them to be processed by Financial Services).

### **Payment for Contract Services and Honoraria**

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.). 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.

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 the Office of the Dean of Arts and Sciences (DAS); Gretchen or Kristen will guide you through the process. Honoraria, stipends, and fees for contract services are not allowed for Brandeis faculty, staff, or students. Do not pay someone yourself, intending to be reimbursed later- this violates tax procedures and you will not be reimbursed.

Please submit:

- A copy of the publicity flyer, email announcement, or webpage if the payment is for an event.
- W-9 (for US Citizens) or W8BEN (for non-US Citizens) form completed by the vendor (the individual or business). If the vendor has previously completed a W-9 or W8BEN for the university, then you do not have to provide another, but be sure to submit the name and mailing address of the person or group to be paid.
- A contract, invoice, or similar documentation describing the reason for payment.

#### **Payment for Services or Goods to an On-campus Vendor (Conference and Events, Copy Center, etc.)**

On-campus services have their own order forms and procedures. Please consult with the appropriate office for further instructions. All forms can be submitted directly to DAS, attn: Gretchen Rowley, MS 120, fax ext. 63457, or you may deliver them in person to the Dean's Office. All orders have to be submitted in their final version- changes cannot be made to the order after it has been approved for payment without permission from DAS.

Beware of extra fees! There are many fees associated with campus services, especially Conference and Events, and sometimes these fees (e.g., delivery fees, set-up fees, linen) are not always clearly quoted upfront or cannot be determined until after the service is rendered (e.g., custodial fees). In addition, if you wait too long to make arrangements for services, you may also incur late fees or rush fees. Some fee are listed in the the catering menus, online at <http://www.campusdish.com/en-US/CSNE/Brandeis/Catering/CateringMenus.htm>.

#### **Reimbursements for Purchases and Travel Expenses (for both Brandeis-affiliated persons and guest speakers, contractors, etc.)**

Please submit:

- Original, itemized receipt(s). For online purchases, submit a receipt AND a shipping confirmation.
- If the purchase is related to an event, also include a copy of a publicity flyer, email announcement, or webpage.
- The name and mailing address of the person to be reimbursed. If the expenses are travel related, also include dates and location of travel.

Make sure to get receipts for all expenses whenever possible (subway, tips, tolls, etc.). Travel expenses cannot be reimbursed until after the trip has occurred.

NOTE: If your total purchase is less than \$100.00, you will be given a petty cash request form, which is redeemable at the Account's Payable Office (60 Turner St.). For reimbursements over \$100, a check will be mailed, usually in 5-10 business days.