Logging in to SUMS

1) http://brandeisweb.com/Login

Student Union Management System 3.0: Log On

Please enter your user name and password below.

User Name: 

Password: 

Log On

For information about using this system, please refer to SUMS FAQ and Tutorials
For other club finance information, please email clubfinance@brandeis.edu
Changing SUMS info

1. Click on “Clubs”

2. Click on the pencil icon on the left side
Changing SUMS info

3. Update President, Treasurer, Club Email, etc.
How to Spend / Access Club Funding

6 forms for paying someone and/or getting reimbursed:

*PRF (Payment Request Form)
- Reimbursements (to Brandeis Staff, Students, and Faculty)
- Direct payments to vendors (NEVER contractor wages)

*NEPRF (Non Employee Payment Request Form)
- Payment to contractor for coaching lessons, lecture, artistic performance (DJ, performer, etc.)

*PR-1
- Payment to Brandeis staff/faculty- some exceptions so if you are unsure email sutreasury@brandeis.edu

*SPF (Student Payment Form)
- Payment to any Brandeis student for performance, coaching lessons, etc.

*Submitted by Club Treasurer on SUMS
How to Spend / Access Club Funding

P-Card

- Brandeis credit card
  - **MUST** be used for online physical goods
  - May also be used for food, flights, etc. if you do not want to fill out a PRF for reimbursement
    e.g. The food is expensive and you don’t want to put that much on your personal credit card
- Student Union Treasurer and Deputy Treasurers have P-Card, some clubs also have P-Cards on a case-by-case basis
- If you are making a purchase of $1500.00 or more, you must inform the P-Card holder several days in advance!

Chart Strings

- **Never** given to students. Have department email costa@brandeis.edu.
Example Request: PRF (Payment Request Form)

Reimbursements (to Brandeis Staff, Students, and Faculty)

- Itemized original receipts **(No photocopies)**
  - Include all applicable waiver approval emails (Food, Design, Tip, and/or Online Purchase)

- Itemized online print out of order AND Bank/Credit Card Statement
  - Name on statement must match payee name
  - **Online orders for physical goods are not reimbursable, unless PRE-APPROVED by SU Treasury & Budget Analyst** (plane tickets, hotels, registrations, etc. are OK without approval)

- All receipts **MUST** be taped flat to a white 8½” x 11” sheet of paper

Direct payments to vendors (NEVER contractor wages)

- Itemized Invoice/Quotation (numbered if possible)
  - A “Statement of Account” is NEVER acceptable documentation!

- “Brandeis” W-9 (If not paid by Accounts Payable previously); W8-BEN-E if a foreign company

- Submissions not meeting guidelines will be returned as “incomplete.”
Example Request: PRF (Payment Request Form)

1. Click on Requests -&gt; PRF’s -&gt; New
Example Request: PRF (Payment Request Form)

2. Fill out Provider Type, Description, Handling Instructions, Address, City, State, Zip

3a. Provider type refers to the person you want to pay/reimburse (Student, Employee, Vendor)
3b. Handing instructions refer to where you want the check to go
4. Be VERY descriptive in the Description (Copy my format exactly)
5. Save and Close
Example Request: PRF (Payment Request Form)

6. Press “New” on the bottom left
Example Request: PRF (Payment Request Form)

7. Fill in the PS Account Code (For pizza, the code is “7306: Food/Drink, Meals”)

8. Select Budget Item, Fundraising Item, or Gift Item depending on which account (A-board/SAF/CEEF, Fundraising, or Gift) you would like to take money from

9. Enter the amount (Must be less than or equal to the amount in the BPI account you chose)
“PSAC” Codes

7105 – Office Supplies (pens, pencils, staples, etc. NOT decorations/party items)
7116 – Non-Clothing Promotional Supplies (“Swag”)
7124 – Club and Event Supplies not Otherwise Categorized
7452 – Moveable Equipment >= $5,000
7454 – Fixed Equipment >= $5,000
7177 – Space Rental (formerly 7227) – e.g. ice rink rental, Chum’s Fee
7202 – Organizational / Membership Dues
7203 – Books, CD’s, DVD’s, Board Games, Video Games
7205 – Independent Contractors (performers, speakers, bands, coaches, instructors)
7207 – Independent Contractor Expenses (travel costs for contractors)
7355 – Travel Expense (Hotels, Flights, Rental Car, Mileage: not for contractors)
7306 – All Food/Drink
7310 – Conference/Outing/Tournament Fees, event tickets (e.g. to Aquarium)
7803 – Other Non-Supply, Non-Service Expense (Donations only)
Example Request: PRF (Payment Request Form)

10. Click Print Form for Selected Item (Withdrawal Form)

11. Click the floppy disk icon to save as a PDF *don’t print the webpage!*
12. Print the PDF form!
Things To Know

ALWAYS make your own copy BEFORE submitting to us
- DO NOT USE STAPLES – please use paper clips.
- Be sure to sign your forms and fill out the preparer information!!
- Taping receipts to 8.5 x 11 white paper is MANDATORY
  - Cut receipt if it exceeds paper size
  - Do not fold receipts or go over the edge of the page

Do not wait until the last minute or the end of a semester
- Last minute requests might not get processed
- Accounts Payable cut/distribute checks ONCE a week
- Payment deadlines are before finals
  - Remember: Treasury Team is also taking finals!
  - SPF and PR-1 deadline will be well in advance of finals by several weeks!
Good vs. Bad receipts

**Good**
- Taped firmly, no staples, does not exceed page edges

**Bad**
- **DO NOT STAPLE RECEIPTS!!!! NO EXCEPTIONS!!!!!**
- Over the edge; we cannot use the automatic feeder on the scanner with these!
Resources

- Cashbox
  - Student Activities
- Student Union Office
  - SCC Room 301
  - Treasury Office Hours - posted on the door of SCC Room 301
- Club Resource Center (Romper Room)
  - Next door to the Student Union Office
- www.brandeisweb.com
- Questions, Comments?
  - sutreasury@brandeis.edu
Exercise

1. You are hosting an event for your club called “Treasury Party” and would like to purchase 10 pies of pizza for a total of $100. John Doe, a member of your club and a student at Brandeis, purchases the pizza with his own credit card. John’s mailbox number is MB 0512
   a. What must you submit to get reimbursed?

2. You are hosting an event for your club called “Treasury Music Festival” and want to hire a DJ to play at your event. You find a DJ from a DJ company called DJ and co. and they charge $1000 per performance.
   a. What must you submit so that the DJ gets paid on time?

3. You need to purchase pinnies for a club soccer team from adidas.com. The total cost will be $450.00.
   a. What must you do to buy the pinnies?
IMPORTANT DATES/DEADLINES!

PR-1: Sunday, April 7
SPF: Sunday, April 14
Final Form Deadline: Sunday, April 28
Last Week Events Form Deadline: Wednesday, May 1

Any forms after April 28 may only be for events from April 28 through May 2 (Study Day). No forms accepted after after May 1.

If you have any questions about these dates or are unsure about a certain situation, email sutreasury@brandeis.edu and costa@brandeis.edu
THANK YOU!!

Student Union Treasury: Spring 2019
sutreasury@brandeis.edu