

# RSO FINANCIAL SERVICES

## Do's Don'ts and Deadlines

### **DO:**

- Do have your advisor / fiscal agent sign off on all items being submitted for payment or reimbursement. They can sign the receipt / invoice or the request for payment form.
- Do turn in invoices/receipts as soon as possible for payment.
- Do turn in quotes in order to receive a check as soon as possible.
- Do include the name, address and phone number for anybody being reimbursed.
- Do keep within your budget and approved line items.
- Do include the names of the students / staff who attended meals for any receipts showing catering / meals.
- Do make travel arrangements as soon as possible. This saves your organization money and possible problems if the airline or hotel is already booked.

### **DON'T:**

- Don't pay sales tax (exceptions are meals & hotel)
- Don't use student fee money to purchase alcohol. Alcohol will not be paid for or reimbursed from student fee money.
- Don't buy gift certificates
- Don't turn in a quote or two party agreement the day before you need a check.
- Don't purchase anything totaling over \$2500 without first talking with RSO Financial Services or the University Purchasing Department.

### **DEADLINES:**

- Turn in all receipts within 30 days for processing.
- Turn in all receipts for items paid for with a university check or credit card within 48 hours.
- Turn in quotes to RSO Financial Services at least one week before the check is needed.
- June 30 is the deadline for all purchases to be made with the current fiscal year money. Any student fee money remaining in the organizations account after June 30 will be returned to the University. Self generated money will remain in the account until used.