FIRST THINGS FIRST

- 1 question you need to ask yourself when you are about to spend money?
- IS THIS A GOODS, TRAVEL, OR SERVICE EXPENDITURE?
GOODS — PURCHASE CARD

- PHYSICAL ITEMS SUCH AS:
  - A T-SHIRT
  - GIFT CARD
  - CANDY
  - BAKE SALE ITEMS
PURCHASE CARD

- Schedule a time to take the card out
- Complete a VOUCHER (Amount blank)
- Submit a copy of minutes
- Sign out card
- Return card immediately after with original receipt
GOODS — CASH ADVANCE

- PHYSICAL ITEMS SUCH AS:
  - GIFT CARD
  - CANDY
  - BAKE SALE ITEMS
CASH ADVANCE

- CASH ADVANCES ALLOW YOU TO PICK UP MONEY AHEAD OF TIME, GO SHOPPING FOR THE ITEMS YOU NEED, AND RETURN WITH THE CHANGE AND RECEIPTS
- ANY MONEY NOT USED IS THEN RETURNED AND RELEASED BACK INTO YOUR ACCOUNT
- YOU WILL NOT BE REIMBURSED FOR TAX
CASH ADVANCE

- **THE CASH ADVANCE WILL COME IN THE FORM OF A CHECK IN YOUR NAME THAT YOU MUST CASH TO USE**
  - **THESE CHECKS CAN BE CASHED AT YOUR BANK OR DIRECT DEPOSITED INTO YOUR BANK ACCOUNT**

- **USE THE CASH TO PURCHASE THE ITEMS YOU NEED**

- **YOU MUST SAVE YOUR RECEIPTS**

- **RETURN ALL UNSPENT CASH TO THE CASHIERS OFFICE WITH THE DEPOSIT FORM AND SUBMIT RECEIPTS TO SABO WITHIN 5 BUSINESS DAYS**

- **MAKE A COPY OF THE FILLED OUT DEPOSIT FORM FOR YOUR OWN RECORDS**
PHYSICAL ITEMS SUCH AS:
- GIFT CARD
- CANDY
- BAKE SALE ITEMS
REIMBURSEMENTS

- REIMBURSEMENT – **WE TRY NOT TO USE**
- **THIS IS WHEN YOU HAVE SPENT MONEY AHEAD OF TIME AND YOU ARE LOOKING TO BE PAID BACK**
- **WE ONLY USE THIS IN SITUATIONS WHERE THE OTHER OPTIONS ARE NOT GOING TO WORK**
- **ALL REIMBURSEMENTS MUST BE APPROVED BY YOUR CLUB IN YOUR MINUTES BEFORE THE ITEMS ARE PURCHASED**
REIMBURSEMENTS

- Attach your original receipts
  - If you paid with debit or credit card, you must also attach minutes and voucher
- Sabo will issue you a check for the reimbursement amount
- You will **not** be reimbursed for tax
SABO VOUCHER

Eastern Connecticut State University
SABO Gels & Young Room 341
83 Windham St – Willimantic, CT 06226
Phone (860) 465-5285 Fax (860) 465-5180

(A) Vendor/Payee Information:
Name: __________________________
Address: __________________________
City: __________________ State: _____ Zip: _____
FEIN/Eastern ID: __________________
Phone (______): __________ Fax (______): __________

(B) Required Signatures:
Request/ Treasurer: __________ Date: __________
Advisor/ Hall Director: __________ Date: __________
Director of Student Activities/ Residential Life: __________ Date: __________
Dean of Student Affairs (Required if $2,500 and over): __________ Date: __________
VP of Student Affairs (Required if $2,500 and over): __________ Date: __________

(C) Mailing Instructions:
☐ Mail to Payee or Vendor Date Mailed: __________ Initials: _________
☐ Hold for Pickup Do Not Mail Date Check Needed: _________
Picked Up by: __________ Date: __________
☐ Other Instructions: __________

(D) Check Applicable Box:
☐ Cash Advance - Date check needed: __________
☐ Reimbursement (Receipts attached)
☐ Vendor Payment (NOT FOR STUDENT USE)
☐ Vendor Payment for Services (check Honorary, PFA)
☐ Transfer to Another Club/Organization

(E) Club/Organization: Campus Activity Board
Date of Minutes: __________ Motion #: ________
Attached copy of minutes required for all transactions.

<table>
<thead>
<tr>
<th>Index#</th>
<th>Account#</th>
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Total $ __________

Description/Document Text Information:

Chubs/Organizations are exempt from sales tax on equipment and supply purchases.

For SABO Use Only
Check Date: __________ Verified By: __________
Vendor Invoice#: __________ Date: __________
Posted By: __________ Date: __________
Index# ________ Account #: ________ Amount: ______
Index# ________ Account #: ________ Amount: ______
Index# ________ Account #: ________ Amount: ______
Final Payment: ________ Check #: ______
Check One: __________  SOAF  IAF  SOAF
SABO VOUCHER — PAYEE INFORMATION

Box (A) is the payee information

This information pertains to who we are paying

You need to fill in the correct:

- Name
- Address
- Social Security Number (for individuals) or Federal Tax ID Number (for companies)
- Phone number and Fax

(A) Vendor/Payee Information:

Name: ____________________________________________

Address: ____________________________________________

City: __________________________ State: ______ Zip: ______

FEIN#/Eastern ID: ________________________________

Phone: (______ ) ______ Fax (______ ) ________________
## SABO VOUCHER — SIGNATURES

<table>
<thead>
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<th>(B) Required Signatures:</th>
<th>Date</th>
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<td>Requestor/Treasurer</td>
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<td>Director of Student Activities/Residential Life</td>
<td>Date</td>
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<td>Date</td>
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<tr>
<td>VP of Student Affairs (Required if $2,500 and over)</td>
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- **BOX (B) IS THE SIGNATURE BOX**
- **YOU SIGN AS THE REQUESTOR**
- **ADVISOR MUST SIGN**
SABO VOUCHER — MAILING

- BOX (C) is for mailing instructions
- This tells SABO what to do with the payment once it is ready
- Contract checks are always mailed the day after the event
- You also need to specify the date that you need your cash advance in this box
SABO VOUCHER — TYPE OF PAYMENT

- BOX (D) IS THE TYPE OF PAYMENT
- HOW ARE YOU PAYING FOR THIS SERVICE?
- YOU ONLY CHECK ONE OF THESE BOXES

(D) Check Applicable box:

- □ Cash Advance - Date check needed _______/_____/_____
- □ Reimbursement (Receipts attached)
- □ Vendor Payment (NOT FOR STUDENT USE)
- □ Vendor Payment for Services (attach Honorarium, PSA)
- □ Transfer to Another Club/Organization
### SABO VOUCHER — ACCOUNT INFORMATION

- **Box (E) is the account information**
- **Write the name of your account**
- **Leave the minute information blank**
- **Fill in your index, either:**
  - Bam G/J: Budget
  - Bam K/H: Budget
- **Fill in the total payment**
- **Write a description of what you are purchasing, for which event, on which date**

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- Total $
GOODS — PURCHASE ORDER

- PHYSICAL ITEMS SUCH AS:
  - T-SHIRTS
  - PROMOTIONAL SUPPLIES
PURCHASE ORDER (PO)

- MANY BUSINESS ALLOW YOU TO PURCHASE GOODS WITHOUT SENDING PAYMENT UNTIL AFTER THE GOODS ARE RECEIVED
  - THIS PROVIDES MORE PROTECTION FOR THE PURCHASING DEPARTMENT, THEY WILL NOT SEND PAYMENT UNLESS THE GOODS WERE RECEIVED

- ALWAYS ASK THE COMPANY IF THEY ACCEPT A PURCHASE ORDER

- IF THE COMPANY DOES NOT MEET YOUR REQUIREMENTS THERE IS ROOM FOR DISCUSSION OF PAYMENT
TRAVEL — TRAVEL AUTHORIZATION (TA)

- EVERYTIME YOUR CLUB GOES OR TAKES PEOPLE OFF CAMPUS YOU NEED TO FILL OUT A TRAVEL AUTHORIZATION (TA)
- THIS FORM TAKES THE PLACE OF A SABO VOUCHER WHEN OFF CAMPUS
TRAVEL — TRAVEL AUTHORIZATION (TA)

- This form needs to be in the name of the person in charge of the outing (staff member or, if no staff member is attending, the student).
- Out of state or overnight trips – employee name must be advisors not students.
- Minutes, bus quote, ticket invoice/quote, W9 for ticket company, and list of attendees must be attached to the travel authorization.
SERVICES — HONORARIUM, PSA, ETC.

- Services such as DJS, speakers, etc. use a number of forms.
- These forms can be complicated and require many steps.
- See Chris Ambrosio in Student Activities before completing this process.
ALL PAPERWORK GOES TO...

CHRIS AMBROSIO IN STUDENT ACTIVITIES
ROOM 224G, STUDENT CENTER
860-465-4304
AMBROSIOC@EASTERNCT.EDU