Best Tips and Practices

Exhibit A: Deposit Slip
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Print the organization’s 4-digit account number and full name.

If your organization has Activity Codes, indicate which one you are using. (These are very difficult to correct.)

Fill out the bill total, coin total, and check total. These three items will total the deposit amount.

**Note:** Have all bills separated and facing the same direction. Make sure all checks are dated, signed, and that the dollar amount matches what is written on the legal line.

Deposit the money into the appropriate Object Codes. These codes define what kind of income the funds are. Include any specific descriptions, such as Dues – “Fall ’08,” which will appear on your transaction report. You may separate the same deposit into multiple Object Codes.

If you received a Cash Advance, any funds that are returned must be returned under this specific Object Code.

If your organization has ticket sales for an event, you will need to keep track of the impact fee charged on each ticket $5 or more and deposit the funds into this object code.

All category amounts listed should match the deposit total.

**Note:** If you would like to deposit funds that were donated to your organization and the donor would like a tax receipt, the deposit must be made through the Office of University Development (OUD) at 12 Old Main.
Exhibit B: Purchase Order

Here are the instructions for the vendor. Make sure they know they need to send an invoice to the ASA office.

The organization name will appear at the top of the printout.

Vendor name and address will print here.

ASA needs a detailed description of what is being purchased. This is necessary for both billing purposes and for the vendor’s convenience.

You will need to designate the correct fund source, activity code, semester code, and object code when generating the Purchase Order.

The price is listed in this column. Make sure it matches the quote you received from the vendor.

This is where an authorized individual will sign the Purchase Order. ASA will then sign below.

**NOTE:** The Purchase Order expires 1 year from this date.

This is the Purchase Order number. The last four numbers are your organization’s account number.
Exhibit C: Check Request

- Designate where you want the funds to come from. Did UPAC fund the expense? If you are not sure, ask.

- Print the organization’s full name and 4 digit account number.

- An original receipt must always be present in order to receive reimbursement. This is ASA’s policy in accordance with University guidelines.

- Make sure the payee name is legible and PRINTED.

- Specify if you want to pick up the check or if you want us to mail it. Make sure you have the correct address! Remember, only the treasurer or the payee may pick up a check.

- Remember to SIGN the request form. ASA cannot process any requests without the treasurer’s signature.

- Make sure you write down a description of the expense. This description will appear on your Transaction Report. Also, reference the Object Code list to see how you want the expense to be classified.
Exhibit D: Cash Advance

This section is filled out when you pick up the advance. Pay special attention to the date you specify when the Cash Advance will be returned. The advance is expected to be returned within a week of being taken out.

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>ORG. NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME:</td>
<td></td>
</tr>
<tr>
<td>ADDRESS:</td>
<td>AMOUNT: $</td>
</tr>
<tr>
<td>E MAIL/PHONE:</td>
<td>DATE RECEIVED:</td>
</tr>
<tr>
<td>SIGNATURE:</td>
<td>RETURN DATE:</td>
</tr>
</tbody>
</table>

**TO BE COMPLETED UPON RETURN OF CASH ADVANCE**

<table>
<thead>
<tr>
<th>CHANGE FUND</th>
<th>AMOUNT OF ADVANCE: $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PETTY CASH</th>
<th>AMOUNT OF ADVANCE: $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRAVEL</th>
<th>AMOUNT OF ADVANCE: $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Once ASA verifies the total amount returned and the receipt equals the amount of the advance, both the treasurer and a member of the ASA staff will sign off and close the advance.
Exhibit E: Transfers

Make sure to fill out both your organization’s full name and the full name of the organization you are transferring money to. Check the daily transaction report to find the correct account numbers for both your group and for the group you are transferring money to.

Refer to the Object Code list to correctly identify the expense and the income. Check with the other organization to make sure you know which Object Code they want the income to be.

ASA requires a co-signer or advisor signature on most transfer requests. Please ask an ASA staff member if you need an additional signature before submitting the request form.

NOTE: Attach any possible documentation – meeting minutes, invoices, registration forms, etc.
Exhibit F: 1099 Payment for Services

Employees of Penn State University are not eligible to receive 1099 payments per tax law. See a staff member for further details.

1099 payments require the name of the payee, the payee’s Social Security Number or EIN Number, and their permanent address. This information is required for the payee to receive a formal 1099- Miscellaneous form at the end of the year. (Only recipients of $600.00 or more in the calendar year will receive the tax form.)

Information about the Service must be provided in order for the payment to be processed.

Signature of payee is not required if payee has already signed a University Standard Agreement or other valid contract.

Make sure all organization information is completed, including 4-digit account number, full organization name, fund source, and object code.

The Treasurer must sign each request. If the treasurer signature is missing the payment cannot be processed.

NOTE: Payment for Services cannot be made until AFTER the service has been provided, according to the University’s policy.
Exhibit G: Cash Award/Gift Payment

NOTE: There are different reporting requirements depending on who is the recipient is.

We need the Recipient’s name, award amount, and the reason the award was given.

Make sure all organization information is completed, including 4-digit account number, full organization name, fund source, and object code.

The Treasurer must sign each request. If the treasurer signature is missing the payment cannot be processed.

For Non-Student/Non-Employee, please mark if you would like the check for Mail or Pick Up.
For Students, the cash award will be posted directly to their Bursar’s account.
For Employees, the cash award will be processed through the payroll office.
Exhibit H: Mileage/Per Diem

- Designate where you want the funds to come from. Did UPAC fund the expense? If you are not sure, ask.

- Clearly write your 4-digit account number and full organization name.

- Indicate the purpose of the travel, as well as the destination and dates traveled.

- For mileage, specify how many miles were traveled, and double check the current reimbursement rate.

- For Per Diem, make sure this form is filled out BEFORE travel, and check with us to find out current University authorized Per Diem rates.

- Clearly print the payee’s name. Indicate if the check is for pick-up or mail. Provide complete mailing address, if applicable.

- 3 Signatures are required: the Payee, the Treasurer, and the advisor/co-signing officer. If the treasurer is the payee, a 2nd co-signing officer must sign the request. The co-signing officer cannot be the Payee.
Exhibit I: Fleet Operations

Fill out the type of vehicle you are requesting, the number of people traveling, both pick up and return dates, and the travel destination.

Remember, drivers cannot be students. **Drivers must be employed by The Pennsylvania State University and be at least 21 years old.** Visit Fleet’s Web page at: www.transportation.psu.edu

Fill out your organization’s information. The only person authorized to request a Fleet vehicle is the treasurer. See an ASA staff member for help determining the approximate rental costs. Don’t forget to sign the request form.

This section is filled out by ASA. Once Fleet receives the request form, they will fax us a reservation number.

A worksheet to estimate rental costs is located on the reverse side of this form.

**Undergraduate students, regardless of employment status, are not permitted to drive Fleet vehicles.**
Exhibit J: Ticket

The Union and Student Activities Marketing Office will print custom tickets for organizations **free of charge**. Their office is located at 232 HUB. (814) 865-5620.

ASA needs to verify and approve the tickets before they can be sold.

Your Penn State Organization presents…

**Halloween Party**

Wednesday, October 31, 2012

HOB-Robeson Center Alumni Hall

Doors open at 8:00 PM

Student Ticket - $10.00

Ticket price includes a $0.50 impact fee.

NOTE: The purchase price of the ticket must be printed on the ticket. Make sure to add the Impact Fee when applicable. Remember, an Impact Fee is assessed when the event is on campus and the purchase price of the ticket is $5.00 or more.

You must keep accurate records of the total amount of tickets that are available for sale. All unsold tickets need to be returned to ASA office after the event. The deposit must equal the revenue generated from the sold tickets.
Exhibit K: Transaction Report

Your organization’s name and account number appear in the top left hand corner of the report. At the top right, two balances are listed: The balance on the first day of the fiscal year (July 1) and the current day’s balance – This balance does NOT subtract any encumbrances due to Purchase Orders. The available balance is this amount minus any open Purchase Orders or other encumbrances.

Dates of transactions appear on the far left side of the Transaction Report. Next to the date, either a Receipt Number or Check Number will be referenced. These numbers are how we organize all documentation.

The Expenses section will have the Payee name listed next to the check number. NOTE: The Payee name will be replaced with a Correction Number if any correction is made to a transaction.

Object Codes are used for both Income and Expenses to classify the transaction.

Make sure you write a description on the deposit slip. This description will appear on the Transaction Report.

The right column shows income and payable amounts. At the end of both the Receipt and Expenses sections, the total amounts deposited or spent for year-to-date is listed.