

**Hall Council approves expenditure.
ALL expenditures must be approved and reflected
in the minutes.**

What kind of expenditure is it?

Reimbursement—money
was already spent

Need to take out the Res Life
Credit card for purchase.

It's a band/DJ/speaker who needs to be
paid after they perform a service.

Fill out REIMBURSEMENT REQUEST FORM
and submit to RESIDENCE LIFE OFFICE with
appropriate receipts and copy of minutes authorizing
expenditure.

Use Hall Council
University Credit
Card Approval form.
Follow Credit Card
check-out
procedures.

STOP!
*Please work directly
with Residence Life to
insure payment!*

Was any food involved?

Performer must become a recognized vendor in Banner system
if they are not a student.
Submit vendor form.
If they are a student, Res Life works with Student Employment.

YES

NO

Submit Business
Meal form with
Reimbursement
Request.

No additional
paperwork is
needed at this

Contract must be signed by
performer and University rep
prior to performance.

Performer will be paid within 30
days of performance.

Some general rules:

1. Receipts **MUST** be submitted. For reimbursements, receipts must accompany request form. For credit cards, receipts must be submitted upon return of the cards. **NO EXCEPTIONS.**
2. Requests for credit cards **MUST** be submitted 5 business days in advance to be processed.
3. Forms without the appropriate signatures will be returned to the person who submitted the form for completion. The Residence Life Office will not be able to track down necessary signatures.
4. Failure to follow credit card check-out procedures will result in loss of check-out privileges.
5. A business meal form must be submitted for any food purchases—even if the food was a pack of bubble gum.
6. All forms need to be submitted to the Office of Residence Life for approval. They will be forwarded to the appropriate offices once approval is given.

- Money Handling Rules
- Never collect money by yourself. Always have two people.
 - Make sure your advisor knows you're collecting money.
 - Always double count and document how much cash is there.
 - Never put cash in the mail.
 - You do not have to leave money in your room. During business hours, bring it to the Residence Life Office. Otherwise, get it to your HR.
 - Don't deposit the money into a personal account.