



SGA Fund Dispersal Request Form

Submit pg 1. and supportive documentation to SGA Director of Finance

For specific instructions, refer to pg. 2 - 3

Submitting Individual: _____

Submission Date: _____

Affiliate Organization: _____

Email: _____

Org. Position Held: _____

Phone: _____

Expense Details

Event Title: _____

Event Date: _____

Event Location: _____

	Transaction/ Documentation Date	Documentation Type	Description of expense(s) to be paid by SGA	Total Present on Documentation
1				
2				
3				
4				
5				
Sum of All Totals Present on Documentation:				
Total Amount to be Paid by SGA (if different from above):				

Payee Information

Pay to the Order of: _____

SSN / Tax ID: _____

Permanent Address (Non-Dorm Address)	Mailing Address (can be Dorm Address)
Street: _____	Street: _____
City, ST, Zip: _____	City, ST, Zip: _____

Is the payee a student/employee at Loyno? Yes No

Is the payee being paid for services provided? Yes No

Payment Information

Do you prefer to pick up payment from the Director of Finance or have it mailed?

Pick Up

Mail

Payee will be paid via the following method(s):

Check

Payment for Future Services. Pay by Date: _____

or ASAP if blank

Purchase Order

Account Transfer to On-Campus Account #: _____

If none of these choices are applicable, or if you have any questions or concerns regarding the dispersal of funds by SGA, please contact the Director of Finance by email or during the appropriate office hours.

Purpose and Use of Form

The SGA Fund Dispersal Request Form serves the following purposes:

- Acts as a work order for the Director of Finance,
- Identifies incoming paperwork with the appropriate reserves of SGA Funds to be dispersed,
- Provides the necessary information required by SGA and the Office(s) of Co-Curricular Programs, Financial Affairs, Purchasing, and/or Human Resources for fund dispersal.

To properly use this form, **fill out one form per payee** as entirely as possible and attach to it documentation that supports the expenses that have been listed upon the form itself. Once all supportive documentation is attached and the form is filled out as entirely as possible, submit the form and documentation to the SGA Director of Finance, whose desk is located in the Hub in the Lower Level of the Danna Center.

Documentation

For **reimbursement**, supportive documentation must explicitly prove:

- The amount of the transaction being reimbursed;
- The date of the aforementioned transaction;
- The person who paid the aforementioned transaction.

For **prepayment/purchase orders** for a professional service by a non-individual (i.e. a company; an entity; e.g. Loyola University), supporting documentation must:

- Act as contractual proof of the cost of the future services/goods for which SGA Funds are being requested (i.e. act as an invoice, contract, etc.);
- If applicable, must act as proof of insurance from possible damages (i.e. any food preparation, transportation, or inflatable structures);
- Include a signed, completed W-9 form of the payee.¹

For all payments made **for services being provided** by individuals (i.e. real independent people acting on their own behalf) who are not attending or employed by Loyola University New Orleans, supporting documentation must:

- Be in the form of a contract between Loyola University New Orleans and the payee;²
- Include a signed, completed W-9 form of the payee.¹

Requests for payment to these individuals should be submitted to the Director of Finance more than 10 business-days in advance from when payment should be ready. If payee attends or is employed by Loyola and is providing services, only a filled out SGA Fund Dispersal Request Form and a W-9 form of the payee are necessary for fund dispersal.

¹ This and other paperwork can be found at SGA's website at <http://www.loyno.edu/sga>

² It is recommended that this contract be the "Contract for Professional Services" which can be found at SGA's website.

Transfers to On-Campus Accounts require:

- The amount to be transferred;
- The on-campus account number;
- Explicit proof that the funds transferred to the recipient account will not be used for reasons other than those approved [or to be approved] by SGA.

The following conditions also require a **signed, completed W-9 form**¹ as supportive documentation:

- Reimbursements of over \$200.00;
- Reimbursements for expenses older than 60 days;
- Payments for future services (i.e. prepayments)
- All reimbursement programs being part of SGA programming (i.e. Graduate Test Reimbursement).

Making the Form Identifiable to SGA

As the submitter of the form, it is important to make yourself identifiable in case you need to be contacted by the Director of Finance regarding your request. This is done by filling out the very top portion of the form as it applies to your request.

- a. If you are requesting funds that have been **allocated to your organization** by SGA either through the SGA Budget Allocation Process or through a motion of Senate, please identify the organization you represent and your affiliation with that organization (e.g. President, Vice President, Treasurer, Advisor).
- b. If you are **not representing an organization** through your request, you may disregard the lines requesting information on "Affiliate Organization" and "Org. Position Held."

In both cases (a) and (b), all other identification information is mandatory as applicable. As points of clarification:

- "**Submission Date**" refers to the date that the Fund Dispersal Request Form and the attached supporting documentation are submitted to the Director of Finance.
- "**Email**" and "**Phone**" are the means by which you will be contacted in the event of questions or concerns that arise regarding your request and require your input. It is important that at least one be provided.

Expense Details

This section gives details to the expenses associated with the dispersal of SGA Funds. Except for on-campus account transfers, for every expense for which the dispersal of SGA Funds is being requested, all requested information is mandatory. On-campus account transfers require only information applicable to the reason for the transfer.³

³ If the transfer is for reimbursement for a past expense, all information is mandatory. If the transfer is for expenses to be made, please contact the Director of Finance.

Payee Information

This section acts as a compilation of the non-expense information required for the dispersal of funds via check, purchase order/prepayment, or by payment through the Loyola Payroll System.

For every transaction, “**Pay to the Order Of**” must provide the name of the payee as it will be presented on the payment to the payee.

The payee’s **Social Security Number/Tax ID Number** (aka EIN; abbr. as “SSN/Tax ID” on SGA Fund Dispersal Request Form) is used for tax and identification purposes to ensure that the payee is real and to prevent fraud on behalf of Loyola and SGA. If not provided on the SGA Fund Dispersal Request Form, the “Permanent Address” and “Pay to the Order Of” fields must match the attached signed, completed W-9 form which accurately provides the payee’s Name/Title, Permanent Address, and SSN/Tax ID.

The payee’s **Permanent Address** is used for identification purposes as well as for Loyola to contact the payee.⁴ This field is mandatory for all expenses excluding on-campus account transfers. A mailing address is not mandatory but can be presented if payment is to be mailed to an address other than the payee’s permanent address.

The **two check boxes** are for identifying whether the payee is to receive payment through the Department of Human Resources via the Loyola Payroll System.⁵ These boxes act as an instruction to the Director of Finance.

Payment Information

This section informs the SGA Director of Finance how you would like to receive payment. Recognize that what you indicate in this section are preferences and not necessarily directions to be followed. The actual method by which your request is processed may be affected by the nature of your request [or some components of the request].

The **first check box** in this section will indicate to the Director of Finance how you would prefer to receive payments to the payee. Although “Check Pick Up” may have been selected, it is possible that payment will be mailed.⁶ If “Pick Up” is selected, please see the SGA Director of Finance, whose desk is located in the Hub in the Lower Level of the Danna Center once you have been notified that your payment is ready. You will be notified by

⁴ i.e. in the event that a check is not cashed/deposited, a paid-for service is not provided, other solely financial reasons.

⁵ If the answer to both questions is “Yes,” payment will be processed through Human Resources rather than Financial Affairs and/or Purchasing.

⁶ This is often the case at the end of the semester or over breaks in the semester. You will be notified by the Director of Finance should this arise, or you may contact the Director of Finance for verification.

email or by phone. This box is not necessary for requests for transfers to on-campus accounts.

The **other check boxes** describe to the Director of Finance how you would like payment to be processed and how you would like to receive payment. You may check as many or as few as you feel appropriate. “Prepayment” implies “Check,” “Purchase Order” implies “Prepayment.” The opposites of these are not the case, and any exemptions from these implications should be marked.

Reimbursements are processed as **checks** to the person being reimbursed or as on-campus account transfers to a department that has generated an expense to be paid for by SGA. Payments marked solely as “Check” are often processed through Financial Affairs and Bursar’s Office.

Purchase Orders and Prepayments are both processed through Loyola’s Purchasing Department in virtually the same way.⁷ However, a prepayment will always generate a check unless otherwise indicated; a purchase order will make funds directly accessible to the payee. These types of payment are only possible under contractual agreement between Loyola and the payee.⁸

Account Transfers can be done online by the Director of Finance through Financial Affairs. The funds become available to the recipient account upon processing by Financial Affairs.

Estimated Processing Times

Various forms of payment require various spans of time to generate payment from request-submission-date to date of payment-generation. These respective times are listed below in business-days and are subject to variance:

- | | |
|-------------------------------|---------|
| • Check: | 7 – 10 |
| • Prepayment/Purchase Order: | 5 – 10 |
| • On-Campus Account Transfer: | 1 – 3 |
| • Loyola Payroll System: | 20 – 40 |

Frequent Impossible Requests

Unless by unnatural, unethical, or illegal force, the following cannot be done by SGA [or by Loyola]:

- Generate payment without appropriate documentation;
- Generate a check in under 3 business days;
- Transfer funds to an off-campus account;
- Avoid a particular department that is normally involved with processing types of payment;
- Make a prepayment for an expense without contractually-binding documentation;
- Reimburse an individual who has paid provider of services without a contract, therefore indirectly paying an un-contracted individual.

⁷ The Director of Finance will make a requisition through the FRS System of Loyola when these are selected.

⁸ i.e. through the type of documentation required for these types of payment, this is necessarily the case.