

# Important Accounting Information for Student Organizations

## Need a copy of your budget?

Budgets can be requested from Mandy Roell. You can stop by her office in the basement of Carpenter Hall to pick one up during office hours or one can be emailed to you by sending a request to [roellma@earlham.edu](mailto:roellma@earlham.edu). Please be sure to have your student organization account number for all requests. Mandy's office hours are M-F 8:00am-12pm & 1pm-5pm.

## Making Purchases

**Checks** – If you need to send a check for payment, you must submit either an invoice or a **Check Warrant** to the Accounts Payable Office by **Monday at 5:00 pm** for a check to be ready on Wednesday afternoon. All invoices/check warrants must include your account number and a signature of a full time Earlham faculty/staff member. The signature of the business convener is **not** enough. This can either be the faculty advisor or Director of Student Leadership.

**Credit Card Purchases** - If you need to make a purchase that requires you to order online, you will need to contact your faculty advisor or Director of Student Leadership. They should be able to assist you in using an Earlham Credit Card to make the purchase to be charged to your student organization budget.

**Reimbursements** – Items that are purchased by a member of your group can be reimbursed at the Cashier Window, if under \$200, or by check if above \$200. You will need to complete a **Cash Reimbursement Form (or Check Warrant)** with account number, attach **ALL RECEIPTS** for items purchased, have it signed from a full time Earlham Faculty/Staff member and bring to the Cashier Window during open hours (see below). Check reimbursements will follow the schedule listed above and will be sent to the address provided on the check warrant.

You can find all forms at [www.earlham.edu/accounting-office/forms/](http://www.earlham.edu/accounting-office/forms/)

**Cashier Window Hours: M-F 10:00 am – 12:00 pm  
1:00 pm – 2:30 pm \*\***

\*\*The Cashier will close at noon on the last business day of each month.

**CASH ADVANCES WILL NOT BE GIVEN TO ANY STUDENT ORGANIZATION.**

**ACCOUNTING DOES NOT CONTROL OR APPROVE ALLOCATIONS FOR STUDENT ORGANIZATIONS**

- Questions regarding funding allocations, sweeps, or additional funding requests must be made to SOC or the Director of Student Leadership.

**PLEASE PLAN AHEAD**

- Accounting will not make a special check run or open the cashier window after it is closed because you failed to adhere to stated deadlines above.
- Special arrangements may be able to be made if groups contact us ahead of time with their requests