

# new works grant info sheet

Congrats! You've been awarded funding through pw's new works grant! Your money is contingent upon two things:

1. Your project must happen at Brown (or in the surrounding area) before the end of the semester.
2. After the project is over, you must submit photos (or some type of documentation) to us!

Below is information on how you can spend your money!

## **Purchase Orders a.k.a. POs**

They're great. They're easy. We love them. In fact, WE PREFER THEM! Here's how they work:

1. Whoever needs the money should make sure the business accepts POs from Brown University. *Call them and ask.*
  - We already know that the Salvation Army, Brown Bookstore, Adler's, Utrecht, Lorraine Fabric, Riverhead (formerly JT) Lumber & Metcalf Copy Center accept them. We will NOT reimburse **receipts** from these places. Please use a **purchase order**.
2. Whenever you call, also get a total price for your order. Tell the store we are a tax exempt institution. Use the tax exemption certificate if you need it.
3. Call/text/email the financial signatory or second signatory and tell them:
  - the name of the business you are ordering from
  - the total
  - that you are requesting the money on behalf of [your project name]'s funding through the New Works Grant

NOTE: POs are requested in the afternoon on TUESDAYS and THURSDAYS. *Plan your purchasing/signatory-notifying to respect this schedule.*

- If your order is being delivered: call the store and give them your PO number.
- If you are picking your order up: take the PO with you and give it to them.

Be sure to keep your receipt and the white PO copy! Give it to a financial signatory!

**BUT - What do you do if the business doesn't accept POs?!?**

## **Reimbursements**

1. Keep all receipts! You must have original receipts to be reimbursed.
2. If receipts do not have an itemized list of things purchased, include a short list or description of what was purchased
3. Separate the receipts by reimbursee and then attach them to a completed reimbursement form (attached below). If you are being reimbursed for more than 3 receipts, list the additional ones on the back of the form. The total should reflect the total amount of money for which you are being reimbursed.
4. Give the completed form with attached receipts to a signatory.

Reimbursements are processed on FRIDAYS. You can expect to get a check at the provided address 2-3 weeks after completing the form and giving it to a signatory.

## Ordering Online

You have two options for making an online purchase:

1. Forward a link to the website to the signatories along with:
  - the specific name of the item you would like to purchase
  - the price of one item
  - the quantity of items you wish to purchase
  - the expected total for the order
  - the shipping address
2. Accompany a signatory to the SAO financial office to make a purchase on the SAO credit card:
  - this can happen on TUESDAYS or THURSDAYS
3. Use your own account to make the order.
  - Print a confirmation of the order from the store **and** a screen shot or copy of your bank statement that shows the purchase was paid for with your account. This document **MUST** display some portion of your account number, name etc. You can always black out super sensitive info.
  - Fill out the reimbursement form like normal, but attach your banking info along with the receipt.

NOTE: The signatories will use the purchasing card linked to our account to order the item(s) on TUESDAY or THURSDAY. Once again, please respect this schedule.

**BROWN STUDENT ACTIVITIES - REQUEST FOR REIMBURSEMENT FORM**

- PRINT LEGIBLY. Must be completed by an authorized financial signatory!
- All reimbursements on same form must be from same account and to same person.

THE BOX BELOW IS THE MAILING LABEL, so write it as if you were addressing an envelope!  
 Use Campus Box 1930 as address to mail to SAO.

PAYABLE TO: and Address to send check		SHOW: _____	Today's Date	
		GRANT: _____	Originating Department:	SAO

Use Campus Box 1930 as address to mail to SAO

BUDGET LINE ITEM <small>(use two digit code)</small>	YES/NO: <small>Supplement with raised funds if inadequate funds in line item?</small>	ITEMS OR DESCRIPTION  <small>(1) Receipts or invoice must be attached!  (2) Include quantity, if applicable</small>	AMOUNT
- If there are inadequate funds, SAO will process up to amount available. <b>TOTAL =</b> - Must comply with University policy & Brown First. - Reimbursements may take up to ten (10) days.			

<b>STUDENT ORGANIZATION NAME</b>	<b>PRINT NAME OF AUTHORIZED FINANCIAL SIGNATORY</b>
	<b>SIGNATURE OF AUTHORIZED FINANCIAL SIGNATORY</b>

**TO BE COMPLETED BY SAO:**

<b>CONTROLLER APPROVAL -</b>				<b>AUTHORIZED SAO SIGNATURE -</b>			
CONTROLLER USE ONLY		TO BE FILLED IN BY ORIGINATING DEPARTMENT				CONTROLLER ONLY	
VENDOR NO.	GEO	PAYDATE	ACCOUNTING CODE	ACCOUNT DESCRIPT.	AMOUNT	CC	1099  GRR  SC CR
			6 38				
			6 38				
			6 38				

SEND INVOICES IN DUPLICATE TO CONTROLLER BOX J FOR PAYMENT

SAO 2/17/05