SSE Capital Group
Financial Officer Manual
2020 - 2021
A Note on COVID-19

COVID-19 has caused a lot of uncertainty for the entire Stanford community. The situation is continually evolving and changing, but ASSU and SSE are committed to facilitating as much student group activity as is possible given the circumstances.

As the situation surrounding COVID-19 and the 2020-21 school year develops, funding and financial policies might change throughout the year. Please visit the ASSU website regularly to get the latest information on how COVID-19 is affecting student organizations.

The following policies have been affected by COVID-19:

**Funding:** In light of difficulties with changing requirements and planning, especially with funds relating to large events planning or travel, we are temporarily allowing organizations to spend their ASSU grant money for purposes outside of what was stipulated in their initial funding applications without submitting funding modification requests. **However, purchases must still fall within the overall mission of the VSO.** These funds come from the pockets of students each and every year. This year, when circumstances are so variable, we encourage you to be as responsible as ever in using these funds for the Stanford community. In the event that funds are not being used in alignment with the mission of the VSO, we reserve the right to reject unreasonable spending requests.

**Gift cards:** Given the constraints of online settings it is now possible to reimburse gift cards purchased for members for event food for up to $20. Other gift card reimbursement rules still apply. More details can be found below in the Gift Cards section.
Introduction

This manual is a guide for financial officers serving for voluntary student organizations (VSOs) as member bodies of the Associated Students of Stanford University (ASSU). It covers both funding and banking within the Stanford Student Enterprises system, including applying for funding and using banking services. Any contact information or person listed is only applicable for the 2020 to 2021 academic year and is subject to change. All images shown have alt-text available.

If you come across any inaccuracies or have any accessibility concerns, please contact Kaila Kim at kmk1004@sse.stanford.edu. Your help in improving this guide for everyone is greatly appreciated!
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Why Student Groups Bank with SSE Capital Group

All student organizations that are registered with the Office of Student Engagement (formerly Student Activities and Leadership) are required to conduct their financial activities with SSE Capital Group.

Why should my student organization register with the Office of Student Engagement?

Registered student organizations receive the following privileges:

- Use of the Stanford name and logo
- Use of University facilities
- Audiovisual and technical services
- A listing in the Stanford Directory
- University web space
- University insurance
- Access to University and ASSU funding
- Ability to hold benefit fundraisers (limited to one per year)
- Advice and consultation from OSE, the ASSU and many other University departments and programs
- The ability to publicize events at Stanford
- Complimentary financial services provided by SSE Capital Group

Why are registered student organizations required to conduct their financial activities with SSE Capital Group?

ASSU/SSE is a 501(c)(3), charitable organization.

- With 501(c)(3) status, ASSU/SSE is tax-exempt and eligible to receive tax-deductible contributions.
- In the case of an IRS audit, ASSU/SSE must be able to prove that none of its earnings go to private shareholders or individuals, or else it risks losing its 501(c)(3) status.
- SSE Capital Group ensures that ASS/SSE maintains its 501(c)(3) status by keeping detailed accounting records for ASSU/SSE and its member organizations—hence the requirement that registered student organizations conduct their financial activities with SSE Capital Group.
- ASSU/SSE must also properly account for student fee money in order to follow federal law regarding the acceptable use of fee money.

What if I don’t register my student organization with the Office of Student Engagement?

Your student organization will not be eligible for the privileges listed above.
In addition, in order to be tax-exempt and eligible to receive tax-deductible contributions, your organization will need to register as an independent 501(c)(3), conduct its own audit protection activities, and file its own taxes each year.
General Overview

As Financial Officer (FO), you are responsible for the financial well-being of your student group (VSO). As the FO, you are compelled to fulfill the transactions necessary for your group and to reimburse your group members in a responsible and reasonably quick fashion.

Funding

Groups established at Stanford are not automatically given funds. They must be acquired, which can be done any number of ways. The two most common are to raise money through the group and to apply for funding.

When a group raises money (collecting dues from members, selling tickets/merchandise, gathering donations), that money is referred to as non-funded money and can be used for any group expense, though there are certain limitations for controlled items such as alcohol for undergraduate groups. The most common non-funded account used to hold this money is known as the Unrestricted, General, or 2800 account.

On the other hand, funding granted by a funding source, such as the Undergraduate Senate or Graduate Student Council, is obtained via application. Your VSO must justify the reason for the funding and adhere strictly to what the funding was approved for. Purchases that are not covered by the funding application cannot be reimbursed or paid for with that money. This money is known as funded money and is placed into different accounts (such as event food, honoraria, office supplies) in accordance with how the application was organized. The application process for the Undergraduate Senate and Graduate Student Council will be covered later in this manual.

A few funding bodies operate differently. The Stanford Fund also uses an application system for funds and operates at set times throughout the year with its own requirements. For more information, please contact Ankita Rakhe at arakhe@stanford.edu. In addition, University offices or academic departments may provide their own funding or support for student groups. Please contact the departments and offices directly for more information.

Once your group has funding, you may now proceed to banking.
Banking

This manual will cover each of the different types of transactions and their requirements later in more detail, so this will be a broader overview. Please jump to the "Requests" section on page 13 for more specific information.

Through GrantEd, the online banking system for VSOs, your organization can reimburse students and non-students for purchases made for the group, mail out payments for company invoices, transfer co-sponsorships to other groups, and more. All of these are referred to as “requests.” For example, you might submit receipts for a student to be reimbursed. That would be called a “reimbursement request.”

The basic flow is as follows:

- In the case of reimbursements, all Stanford students have the ability to create a reimbursement request for themselves through the Stanford Affiliate role. This will then go to the Financial Officer for approval.
- The Financial Officer either takes a reimbursement request created by a Stanford Affiliate, or creates a request (FOs can create student reimbursement requests for other students, and they are also responsible for all other types of requests). They then submit that request to the Capital Group Associate queue.
- In the associate queue, the associates will examine the accompanying documentation, make sure that the funding amounts and sources are correct, and either approve it or mark it for review.
  - If the request is reviewed, it moves to the Capital Group Manager queue. The managers will look at the request and determine whether or not the request can move forward or if it has error that need to be corrected and should be returned to the FO.
- If approved, the request moves to the Accountant queue, and the accountants will examine the request one last time before either approving the request or returning it to the FO.
If the request is returned to the FO, a comment will be attached to the request, viewable in GrantEd, informing the FO what exactly must be clarified or changed. Those changes must be made for the request to complete the process. If at any point in this process, the FO would like to know the status of the request, they can view the request in GrantEd. If for any reason the FO would like to withdraw the request to make changes to it or delete it, they can do so by pressing the yellow “Withdraw” button in the upper right hand corner of the request.
GrantEd Overview

GrantEd is the financial system through which all payments and financial matters of VSOs should be carried out. It can be accessed from granted.stanford.edu.

Access to GrantEd

There are three VSO roles that can interact with GrantEd.

**Stanford Affiliate:** This role is automatically given to any student with an active SUNet ID. People with this role can create a reimbursement request for themselves and upload documentation but cannot see financial or account information. Once they have created it, they may assign it to a financial group, where the FO will assign the distribution of funds. This role also allows any student at Stanford to enroll in direct deposit, which will allow them to receive reimbursed funds directly to an account they have set up on Axess.

**President/Vice President:** This role is given to whomever is listed as the President or Vice President in OSE’s system. This role can view requests currently in the organization and approve of any requests needing secondary authorization. This role cannot submit payment or funding requests but can see financial account information.

**Financial Officer:** This role is given to whomever is listed as the Financial Officer in OSE’s system. This role can create and view requests for the organization but cannot grant secondary authorization to requests requiring it. This role can also see the financial account information of the group.

As mentioned previously, the Stanford Affiliate role is granted automatically to any student with an active SUNet ID. To gain access as a president, vice president, or financial officer roles in GrantEd, you will need to have the role assigned to you on GrantEd by former leadership. A step-by-step and visual guide is in process, but please follow these steps for now: *To access the leadership transferal, the former leadership should log on to GrantEd and click on the VSO Officer tab at the top of the home page. They will then create an Officer Change request and select the role that is changing as well as the SUNet ID of the new leader. This change must be approved by one other person in the leadership role before it is finalized.*

In addition, presidents, vice presidents, and financial officers will need complete certain trainings available through Axess to ensure that all officers are aware of key information before they are able to get permission to access requests in GrantEd. Please view this ASSU page for more information on what trainings are required and the links to each
training. If you run into technical issues, please contact Kaila Kim at kmk1004@sse.stanford.edu.

The permissions granted by the trainings are not granted automatically. Once they have been completed, please email banking@sse.stanford.edu with the certificates of completion for the trainings that apply to you. SSE managers will then give you the applicable access permissions, and confirm to you once they have been granted. Please keep in mind that you will likely need to close all open browser windows before launching the site in order to make sure that your connection has refreshed.

**Using GrantEd**

As mentioned previously, all financial activity is handled at granted.stanford.edu. If you have not accessed the site before, you will need to log in with your SUNet ID. Once you have logged in, you will be redirected to a page that will look like this:

This is the role-selection page. You may select your role by clicking the appropriate tile, and the page will refresh. If you select the financial officer role, the next screen should look like this:
This page is the dashboard tab. If you scroll down, you will be greeted with a list of all financial accounts that apply to your organization’s account. Clicking on the account name will show you two things: a summary of funding and a summary of all transactions that have been finalized using funds from this account. Please note that the funding summary will only display the funding information from the Undergraduate Senate, the Graduate Student Council, or the Stanford Fund. For information on funds from other sources, please reach out to the source of the funding directly.

The “Payments”, “Funding”, “Transfers”, “Purchase Order”, and “Deposits” tab operate similarly to each other, but for different types of requests. By clicking on any of those tabs, a spreadsheet layout will load. This guide uses the “payments” tab, which is likely the tab that you will access the most.

By default, the page loads any in-progress payment requests associated with your organization. You can switch between seeing requests that are assigned to you and all requests using the tabs at the top of the page.
To create a new payment request, select the “+ New Payment Request” button on the right side of the screen. For other categories, it will be labeled “New Funding Request”, “New Transfer Request”, etc. This will automatically assign the request to you.

To assign an in-progress request to yourself for editing, please select the assign button, denoted by an icon of a person on the same row as the request. It is located on the left side of the screen. Once you have done so, please press the view/edit button, denoted by a pencil icon, to view or edit the request. You are able to view a request at any stage in the approval process, but you can only edit a request when it is assigned to you.

If, at any point, you would like to switch roles, please select the button at the top of the screen that is labeled with the role you are currently in for your student group.
Doing so will allow you to return to the role selection page and switch to other roles. If you select your SUNet ID, a drop-down menu will instead allow you to select between “My Profile” and “Opt-In for Reimbursement.”

In your profile box, you will see your SUNet ID, the email associated with it, and some settings regarding email notifications, comments per page, and references per comment. By default, you are set to receive email notifications, see three comments per page, and three references per comment. We recommend leaving the settings on default, but you are free to change them however you need. Do note that the email notification opt-out does not absolve you of your duty to resolve issues in a timely manner.

Making a GrantEd Request

Firstly, navigate to the tab of the type of request you would like to create. In the payments tab, you can create a student reimbursement, a non-student reimbursement, an advance payment, an invoice payment, or a service payment. In the transfers tab, you can create an account transfer, a funding modification, a group transfer, a purchase order, or a university transfer. In the deposits tab, you can create a deposit.

Depending on the request type that you have selected, you will need to fill some information out. In the case of payment requests, you will need information about the payee, the payment method/delivery, and a brief summary of the request. Please note that the payee’s identity and the payment method cannot be changed later, so double-check that it is correct. For transfer requests, you will need information about the target account/entity that is receiving the money. For deposits, you do not need any additional information.

Select “Next”, and the request will be created and saved. Note that leaving the page before this will erase all information in the fields.

Once you move on to the next section of the request, you will have to provide different information and documentation depending on the request type. The various types of requests, as well as the requirements for them, are explained in detail below.
Requests

The process for submitting requests differs somewhat by each type of request. Each type will be covered in the section below with an explanation of purpose, examples, required documentation, and notes on common issues or concerns.

Payment Requests

For a payment request, you will need to fill out the Payment and Distribution sections.

The Payment Lines step is where you will add in any required documentation. The Documentation section in this manual covers what documentation is required.

You can fill in the Document Date through the drop-down calendar, and select Document Type from one of the types shown in the drop-down menu.

Select the paperclip icon to attach your documentation as a PDF, JPG, or PNG. Other file types such as HEIC are not supported, and may result in your request being returned.

The Vendor should be the store or place that the item was or will be purchased from.

The Description should be a general summary of the items that were purchased, such as “Food for new member welcome.”

Lastly, the Amount is the amount of money you wish to be reimbursed for this receipt. In most cases, this will be the total on the receipt, but it may be the case that a group member bought personal items in the same transaction that should not be reimbursed. In that case, you would take the receipt total, subtract the amount corresponding to the personal items, and place that number in the amount box. Keep in mind that if you do that, you should also write “Partial Reimbursement” in the description to let us know that the lessened amount is not a typo or oversight.
In summary, the Payment section can be thought of as “what was purchased/will be purchased.”

The Distribution section is where you will set up the distribution of funds from your group’s account to pay the payee.

When a line is selected in the payments section, a corresponding area to input information will appear in the distributions section.

Here, you can select the account with the funds that you would like to pull from. Depending on your group, you will likely have several different accounts. Each account will have its own characteristics and potential restrictions. Once you select an account from the drop-down menu, selecting the pop-out button will open a window that displays any funding applications with restrictions that apply to this account.

The amount box reflects the amount being pulled from this account. In most cases, you will be using one account for any particular transaction. If you are using multiple accounts to cover the same transaction, please hit the “add row” button to select another account and amount. Please note that the rows shown in the distribution only ever apply to the one selected row in the payment section, so the totals displayed should match the amount in the payment section.

**Multiple Payment Lines**

We ask that you group multiple/related transactions for the same payee into one request to reduce clutter or potentially duplicate reimbursements within the system. However, only one transaction should be on each payment line. As such, this section will cover the process of using multiple payment lines in the same request to cover several transactions.
Here is an image of a request’s payment line section with only one line. Select the “Add Row” or “Duplicate Row” button to add additional lines.

Here is what the section will look like once multiple lines are in place. Notice that on the left of each row, there is a square section with a circle in the middle.

For the top line, the square section is filled in with an orange color, while the circle is marked with a smaller, dark circle. In addition, the entire line is filled with a light shade of orange. This indicates that the line is active.

When a line is active, the distribution section that is displayed on the right reflects the distribution for only that line. If you click on the second line, making it active, the distribution section will change to the allocation for the second line.

**Types of Requests**

**Student/Non-Student Reimbursement**

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>To reimburse someone for something that has already been paid for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
<td>Buying food for a weekly meeting out of pocket that can be covered by club funds.</td>
</tr>
<tr>
<td>Required Documentation:</td>
<td>Proof of payment and itemization. For non-student reimbursements, they must also fill out an electronic tax form (sent via email).</td>
</tr>
</tbody>
</table>
Notes: This is the most common type of request, and the most common error is usually not submitting the itemized receipt from the purchase. You will want to emphasize careful and thorough documentation of all receipts in order to ensure that your organization members can be repaid for their expenses.

If a group member is planning to pay for something that is over $1000 and then be reimbursed, this should instead be an advance payment or invoice payment directly to the vendor.

On gift card reimbursements: individuals may receive up to $50 in gift card form without submitting tax information ($51+ constitutes income and thus must be reported). You must submit the SUNet ID for all gift card recipients and the gift card must be for a specific purchase (such as Doordash, Safeway, etc.) as opposed to a prepaid debit card.

We cannot reimburse gas usage for a rental car.

Advance Payment

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>To get the funds make a payment before you have the documentation to support it.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
<td>Paying for hotels/airfare/other large expenses without a member paying the cost upfront</td>
</tr>
<tr>
<td>Required Documentation:</td>
<td>None at the time of creation.</td>
</tr>
<tr>
<td>Within two weeks of the check’s printing, you must submit proof of payment and itemization on the same request used for the check, with the same requirements as a reimbursement request. This stage is referred to as “FO Verification” on GrantEd.</td>
<td></td>
</tr>
<tr>
<td>Notes:</td>
<td>If you do not submit the required documentation, your ability to use GrantEd will be severely limited (i.e. you will be unable to create or submit any requests until documentation has been entered).</td>
</tr>
<tr>
<td>If the payee spends under the amount requested, you must submit a deposit request for the amount that was not spent, then bring the money/check to the SSE offices.</td>
<td></td>
</tr>
<tr>
<td>If the payee spends more than the amount requested, submit a reimbursement request for the remaining</td>
<td></td>
</tr>
</tbody>
</table>
amount and reference the initial advance payment in the description.

**Invoice Payment**

<table>
<thead>
<tr>
<th><strong>Purpose:</strong></th>
<th>To pay a non-Stanford-affiliated company directly for items/services provided. Donations should also use this payment type.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example:</strong></td>
<td>Paying a catering company for food to be provided during an event.</td>
</tr>
<tr>
<td><strong>Required Documentation:</strong></td>
<td>The invoice provided by the vendor; must need official letterhead and address of the vendor. The vendor must also complete the electronic tax form (sent via email).</td>
</tr>
<tr>
<td><strong>Notes:</strong></td>
<td>CapGroup can mail out invoice payment checks directly to the vendor for no additional fee. Please note that checks sent through this method may take longer to be delivered to the vendor.</td>
</tr>
</tbody>
</table>

Invoice payments are made to companies. For example, if paying an invoice to a photographer, the check would be made out to ABC Photography Inc. as opposed to the photographer themselves.

**Service Payment**

<table>
<thead>
<tr>
<th><strong>Purpose:</strong></th>
<th>To pay an individual who performs a service for your organization.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example:</strong></td>
<td>Paying a speaker’s fee to an invited speaker.</td>
</tr>
<tr>
<td><strong>Required Documentation:</strong></td>
<td>Documentation such as an email chain or invoice showing the agreed-upon payment amount. Electronic tax form (sent through email).</td>
</tr>
</tbody>
</table>

Depending on the amount being paid, you may need additional documentation.
- > $10,000: contract with OSE and the ASSU
- $500 - $10,000: Emails confirming OSE approval/OSE contracts
- < $500: An email chain/text conversation with recipient agreeing to amount or a flier showing the recipient’s involvement.

| **Notes:** | The email you put down when registering a new vendor is the email that the tax form will be sent to. Note that the payment cannot be completed if that form is not completed. |
Service payments are made out to individuals. For example, if paying a service payment to a photographer, the check would be made out to John Smith, the individual photographer.

No individual Stanford faculty or staff member can be paid through a service payment.

All honoraria must be paid through a service payment unless it is a payee with no US Tax ID (in which case, you should contact Capital Group for assistance), and the initial payment must be through the ASSU. We will not reimburse payments of honoraria after the fact.

Warning: if attempting to pay a student without a US tax ID, we will not be able to go through procurement to pay them, and the student needs to apply to get a US tax ID.

### Account Transfer

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>To transfer funds within your organization’s accounts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
<td>Transferring funds to an account that was mistakenly used for a reimbursement from the account that the reimbursement should have come from.</td>
</tr>
<tr>
<td>Required Documentation:</td>
<td>Reference to past transaction being corrected or reason for transfer.</td>
</tr>
<tr>
<td>Notes:</td>
<td>Funds cannot be transferred between accounts to cover an event or make up for a deficit in funds. Funds provided by the ASSU cannot be transferred between accounts. To reallocate ASSU funds, please complete a funding modification instead.</td>
</tr>
</tbody>
</table>

### Funding Modification

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>To change the allocation of funds as originally set by the ASSU Undergraduate Senate or the Graduate Student Council.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
<td>A previously planned and budgeted event that you received funding for is no longer happening, and you would like to use the funds towards a different event.</td>
</tr>
<tr>
<td>Required Documentation:</td>
<td>Explanation of the reason for the transfer, as well as an explanation of the new costs/estimates for the changed event.</td>
</tr>
</tbody>
</table>
### Notes:
Funding modifications must still be discussed with a member of the Undergraduate Senate/Graduate Student Council just like grants (depending on the source of the funds). If you need to adjust TSF allocation, please contact Ankita Rakhe.

You *must* submit a modification and gain approval before the funds are spent on the new event.

### Group Transfer

<table>
<thead>
<tr>
<th><strong>Purpose:</strong></th>
<th>To transfer funds to another student group on campus.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example:</strong></td>
<td>Your organization cosponsored an event with another group. They are paying for all the costs and request money to pay for the supplies.</td>
</tr>
<tr>
<td><strong>Required Documentation:</strong></td>
<td>An email chain between the leadership of the two groups agreeing upon the amount to be transferred.</td>
</tr>
<tr>
<td><strong>Notes:</strong></td>
<td>Note that the funds you transfer must either 1) be from your unrestricted funds or 2) be from funds that are explicitly marked as being available for other student groups to use (most commonly found in umbrella organizations).</td>
</tr>
</tbody>
</table>

### Purchase Order

<table>
<thead>
<tr>
<th><strong>Purpose:</strong></th>
<th>To pay a Stanford-affiliated vendor (such as Event Services or Stanford Catering).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example:</strong></td>
<td>You are renting out a space and are paying Event Services for furniture.</td>
</tr>
<tr>
<td><strong>Required Documentation:</strong></td>
<td>The purchase order documentation from the Stanford-affiliated vendor.</td>
</tr>
<tr>
<td><strong>Notes:</strong></td>
<td>Please note that you should be submitting the purchase order to the vendor first—you will receive an invoice/cost estimate from the vendor that will then serve as documentation. Only Stanford-affiliated vendors can be paid through a purchase order. They will provide you with documentation specifying that a purchase order can be used.</td>
</tr>
</tbody>
</table>

### University Transfer

<table>
<thead>
<tr>
<th><strong>Purpose:</strong></th>
<th>To transfer funds to a university department.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example:</strong></td>
<td>An academic department paid for an event that your group has co-sponsored.</td>
</tr>
<tr>
<td>Required Documentation:</td>
<td>Invoice from the university department or an event flyer (for co-sponsored events).</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Notes:</td>
<td>This is only to transfer funds to a university department. If your group is expecting to receive funds from a university department, please use the following information:</td>
</tr>
</tbody>
</table>
|                         | PTAE Number: 1056598-1-ZBABS-24400  
                         | Approver: O’Neal Patrick  
                         | (opatrick@sse.stanford.edu)  
                         | **Do not use this information for any other kinds of transfers.** For more information on PTAs for other types of transfers, please contact O’Neal through the email linked above. |

### Deposit

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>To deposit funds into your 2800 unrestricted account.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
<td>You are depositing proceeds from items for sale on a short-term basis (e.g., food items, t-shirts, tickets). Note that sales need prior university approval.</td>
</tr>
<tr>
<td>Required Documentation:</td>
<td>N/A</td>
</tr>
</tbody>
</table>
| Notes: | Funds (either checks or cash) must be brought into the SSE offices in Old Union 103 in order to be processed.  

For Fall 2020 only (or as long as in-person classes remain closed), we will not be accepting any cash deposits due to the closure of the office. If you have any checks to be deposited, they should be mailed to the following address:  
Associated Students of Stanford University  
531 Lasuen Mall  
P.O. Box 19327  
Stanford, CA 94305  
Please see our [FAQ webpage](#) for more details.  
Membership dues, ticket/event registration sales, or fees for classes or instruction should be instead be processed through [Stanford Eventbrite](#).  
Charitable donations should be processed through the Office of Student Engagement and the Office of |
Development. Please see here for more information regarding the policies around off-campus donations.
As explained above, different request types have different requirements for documentation. This section goes through the different types of documentation you will have to upload for requests, and details what the requirements are and how to meet them. It also provides sample receipts from common vendors that are commonly mistaken in reimbursements.

Documentation Requirements

This section will provide examples of documentation as well as any stipulations there may be on specific kinds of documentation. In general, we expect that documentation be provided or produced by the vendor, legible, and uploaded as a PDF, JPG, or PNG to GrantEd’s online document viewer. For examples of common forms of documentation that are often mistaken, please see the Sample Documentation below.

Itemization

An itemized receipt requires the following pieces of information: **where** and **when** the purchase happened, **what** was purchased, and **how much** each item was.

The receipt displayed to the right is a good example of the types of receipts you will typically receive from retail establishments; you have the logo and address of the store at the top with all of the purchased items listed next to their prices. The date that the items were purchased is listed at the bottom.

Itemization will come in many different forms, depending on the vendor, so always ask for the most complete documentation the vendor can provide. If a vendor gives you a receipt that is not itemized, simply asking them to also provide the itemized receipt will work. If they are unable to provide a receipt (i.e. a more informal restaurant), please upload as
much information as you can to GrantEd, but note that it may take longer for your request to be approved.

**Proof of payment**

Proof of payment shows that a purchase was paid for. This can range from the credit card authorization on a retail receipt (as outlined in the example receipt above) to the statement for the credit card showing the charge as being posted. The main elements of what constitutes proof of payment are as follows: the **date** of the charge, the **amount**, the **vendor**, and the **identity** of the person that paid for the charge (i.e. the payee).

One piece of documentation that fulfills this requirement is a credit card or bank statement. We ask that if you choose to provide proof of payment through this that you leave enough information so that we can tell who the account belongs to. You are welcome (and encouraged) to black out any irrelevant information such as other transactions or the account number.

For online purchases from vendors such as Amazon or Stickermule, another way to provide proof of payment is to provide documentation showing the items as “shipped” or “delivered.” Digital purchases might not provide this documentation, in which case other proof of payment will be required.

*Note: Venmo (and other peer-to-peer payment apps such as Zelle or Cash App) cannot be used to provide proof of payment. Transactions done through these apps cannot be approved or reimbursed through GrantEd.*

**Lost receipts**

If either the itemization or proof of payment (or both) cannot be provided, then you may use one of your lost receipt allotments. Groups may submit up to three lost receipts per year with the following requirements:

1. Only three lost receipt allotments can be used per academic year per group.
2. You may only reimburse using your 2800 unrestricted account.
3. Lost receipts may only be reimbursed up to $75.00.
4. Only one lost receipt per person per group may be reimbursed.

For groups with VSO credit cards, lost receipts for purchases made on the card will be accepted three times. However, on the third lost receipt, the card will be canceled. If any
of the lost receipts have a total of over $75, then the card will be cancelled. Be sure to be extra-vigilant surrounding the use of VSO credit cards.

**Gas and Depreciation**

You may reimburse a group member’s personal car usage through one of two ways: if they purchase gas, you may reimburse the purchase of gas the same as any other purchase, with both itemization and proof of payment.

If they do not, you should do the following.

1. Take a screenshot of the route taken through Google Maps. The screenshot should clearly show the amount of miles driven as well as the beginning and ending location.
2. Each mile driven can be reimbursed up to $0.575 for trips taken in 2020. For example, if someone drove 10 miles for a group event, they are reimbursed $5.75. This is the IRS gas reimbursement amount, which changes every calendar year. Trips taken in 2021 will have a different reimbursement rate.
3. If the trip was a round trip, you should multiply the amount by 2. Following our previous example, they should be reimbursed $11.50.

Doing the math in the request description (“Payee drove 10 miles x 2 for round trip x reimbursement rate $0.58 = $11.60”) is recommended.

You may choose to reimburse at a lower rate (i.e. $0.20 per mile), but not a higher rate. If you do decide to reimburse at a lower rate, please explicitly say as such in the request description.

**Special Case Requirements**

In some cases, your VSO may want to use group funds to make international purchases, donations, or other purchases that fall outside the normal cases of paying for domestic goods and services. In those cases, special requirements apply.

**International Purchases**

International purchases made in a foreign currency, as well as any applicable conversion fees, are able to be reimbursed. When reimbursing an international purchase, please also provide the bank or credit card statement showing the purchases, to verify the US dollar amount that was paid.
If the purchase was made in cash, or there is some other reason why a bank or card statement cannot be provided, the monthly average conversion rate for the month of purchase determines how much will be reimbursed.

Please note that ASSU/SSE reimbursement checks can only be issued in US dollars.

**Donations**

In order to comply with the legal regulations that bind ASSU as a 501c(3) non-profit, VSOs are prohibited from making donations to external organizations. There may be exceptions for those groups founded solely for the purpose of charitable fundraising and donations, however, these exceptions must be confirmed with the Office of Student Engagement (studentengagement@stanford.edu) before any donation requests are made. Additionally, no donations may be made to any kind of political campaign.

**Gift Cards**

Given that many activities in 2020-2021 will be remote, many VSOs may wish to fund their members through gift cards. Gift cards for specific purchases (i.e. non-prepaid debit cards) can be purchased and reimbursed as long as the following conditions are met:

1. The SUNet IDs of each recipient are listed in the request or in attached documentation
2. Any recipient receiving a gift card for more than $50 also provides tax information either in the request or over email to Brian Joe at bjoemail@email.com.

Please also note that gift cards for event food are allowed up to $25 per person per event.

To avoid paying a large amount of money up front, and/or to receive a small discount of 1-4%, gift cards can also be purchased directly through ASSU/SSE via OmniCard by filling out thisform and sending it to Susan Benton (sbentonemail@email.com). Please fill it out and send it at least one week in advance of when you need the gift cards.

Gift cards will be emailed to the recipients automatically once the request has gone through.

Examples of gift card vendors include: GRUBHUB $5, DoorDash $15. Uber Eats $15. Panera $10, Rubios $5, Chipotle $5, Domino's $5, Papa Johns $5, Round Table $15, Safeway $5. There are others, so be sure to ask if you’re not sure.
Please note that this service is designed for bulk orders, so if you need less than 15-20 gift cards this may not be an option.

All questions about OmniCard gift card orders should be directed to Susan Benton at sbenton@stanford.edu.

All gift cards purchased through OmniCard or through other US vendors are only valid in the US. To provide gift cards to international students, you should get special clearance from Susan Benton to purchase pre-paid Visa gift cards.

**Other Special Cases**

In any other uncertain case, please email banking@sse.stanford.edu for details on how to proceed.
Sample Documentation

The main reason that requests are returned to FOs is because of incorrect documentation. Below, we have provided examples of how to provide documentation from common vendors that are easily mistaken. As a general rule, when in doubt, be as thorough as possible.

Amazon

Amazon.com - Order 113-9423080-8774667

Final Details for Order #113-9423080-8774667
Print this page for your records.

Order Placed: February 14
Amazon.com order number: 113-9423080-8774667
Order Total: $5.22

Shipping Address:

Condition: New

Shipping Speed:
One-Day Shipping

Items Ordered                      Price
1 of: Command Poster Hanging Strips, Small, White, 24-Strips (17024-2465)        $4.79

Shipping:

Billing Address:

Credit Card Transactions

Payment information

Payment Method:
Debit Card | Last digits: x0000

Item(s) Subtotal: $4.79
Shipping & Handling: $0.00

Total before tax: $4.79
Estimated tax to be collected: $0.43

Grand Total: $5.22

To view the status of your order, return to Order Summary.

Official invoice accessed by clicking “Invoice” next to the order on the “My Orders” page

Clearly marks the order as shipped

Clearly shows everything that was purchased and the purchase price

Shows all payment information, including the total, what card was used, and the date of charge
Doordash

Thanks for your order,

Paid with [Visa] xxxx
McDonald's
Total: $24.44

Track your order

Your receipt

1x 20 Piece McNuggets (Fries, Sides & More) $5.79
  • Sweet N Sour Dipping Sauce (50 Cal.)
  • Hot Mustard Dipping Sauce (50 Cal.)
  • Tangy Honey Mustard (60 Cal.)

8x Apple Slices (Fries, Sides & More) $0.79

1x French Fries (Fries, Sides & More) $3.39
  • Medium (320 Cal.)

Subtotal $15.50
Taxes $1.40
Delivery Fee $2.99
Service Fee $1.00
Tip $0.00

Total Charged $24.44

Get order help

Get $7.00 off
Get $7.00 off your next order when you refer a friend.

Invite your friends →

Receipt sent by email. Invoice accessible through Doordash website does NOT have proof of payment, and additional documentation will be required.

Shows all payment information, including the total and what card was charged. Explicitly marked “Paid.”

Clearly shows everything that was purchased and the purchase price.

Shows all additional charges made besides the cost of the items.

Specifies that the total was charged (only on email receipt).
Thanks for riding, [Name]
We hope you enjoyed your ride this morning.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$37.04</td>
</tr>
<tr>
<td>Trip Fare</td>
<td>$29.84</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$29.84</td>
</tr>
<tr>
<td>Toll, Surcharges, and Fees</td>
<td>$7.20</td>
</tr>
</tbody>
</table>

**Amount Charged**

- **VISA**: XXXX
- $37.04

Transportation Network Company: Uber Technologies, Inc.

UberX 21.11 miles | 28 min

- 03:40am | Schiff, 649 Los Arboles Ave, Stanford, CA
- 04:08am | Terminal 2, San Francisco, CA

This is the PDF receipt accessible through the Uber website, but other sources of the receipt, such as a screenshot or the emailed receipt, are also acceptable as long as they contain all of the following information.

- Includes itemized breakdown of the total.
- Specifies that the total was charged.
- Shows all payment information, including the total and what card was charged.
- Shows the pickup and drop-off addresses.
This is the receipt emailed by Lyft after a ride, but other sources of the receipt, such as a screenshot, are also acceptable as long as they contain all of the following information.

MARCH 7

Thanks for riding with

100% of tips go to drivers. Add a tip

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared fare (1.63mi, 5m 40s)</td>
<td>$7.56</td>
</tr>
<tr>
<td>Tip</td>
<td>$2.00</td>
</tr>
<tr>
<td>Lyft Credits</td>
<td>-$0.75</td>
</tr>
</tbody>
</table>

Google Pay (Visa xxxxx) $8.81

- Pickup 10:27 PM
  601 el Camino Real, Palo Alto, CA
- Drop-off 10:33 PM
  728 Escondido Rd, Stanford, CA

Includes itemized breakdown of the total.

Shows all payment information, including the total and what card was charged.

Shows the pickup and drop-off addresses.
This is the final reservation receipt from Zipcar, but other documentation from Zipcar that is not exactly in this format is acceptable as long as it has all of the following information.

### Itemization
Includes all adjustments to the reservation.

### Shows all payment information, with the pending amount as $0.00.

#### Reservation

<table>
<thead>
<tr>
<th>Hours: 7:00 AM - 12:00 PM</th>
<th>usage</th>
<th>rate</th>
<th>amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5 hours</td>
<td>$8.50</td>
<td>$42.50</td>
</tr>
<tr>
<td>CA Santa Clara County Valley Transport Authority: 5%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA Santa Clara County Transit District: 5%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA Santa Clara County Transaction tax: 12%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA State &amp; Local Sales Tax: 7.5%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA Santa Clara County VTA BART: 125%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Reservation Adjustment

<table>
<thead>
<tr>
<th>Hours: 7:00 AM - 1:00 PM</th>
<th>usage</th>
<th>rate</th>
<th>amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 hour</td>
<td>$8.50</td>
<td>$8.50</td>
</tr>
<tr>
<td>Mile included with reservation</td>
<td>80 miles</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>CA Santa Clara County Transit District: 5%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA Santa Clara County Transaction tax: 12%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA State &amp; Local Sales Tax: 7.5%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA Santa Clara County VTA BART: 125%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Total Cost

<table>
<thead>
<tr>
<th></th>
<th>$55.47</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billed to credit card ending in 1707</td>
<td>$55.47</td>
</tr>
<tr>
<td>pending</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Many restaurants provide customers with two different receipts. Proper documentation will generally include both.

This is the itemized receipt. It shows exactly what was purchased, but it does NOT include proof of payment.

This is the card authorization receipt. It serves as proof of payment, and specifies any tip you want to reimburse, but it is NOT itemized.
Best Practices

As an FO, there are several best practices that you and your VSO can follow to help your financials operate as smoothly as possible. Here are a few.

1. **Encourage VSO members to enroll in Direct Deposit.** Direct Deposit is the fastest way to get reimbursed. To enroll in Direct Deposit, the payee should follow these steps.
   a. First, your payee must have Direct Deposit enabled in Axess.
   b. Have them log into GrantEd under the Stanford Affiliate role and select their SUNet ID on the top right of the screen.
   c. From the drop-down menu, select "Opt-In for Reimbursement". Once they agree to the conditions in the subsequent pop-up window, Direct Deposit will be enabled.
   d. Once Direct Deposit is enabled, you can select electronic delivery for all new payment requests made for the payee. Note that Direct Deposit is only available to Undergraduate, Graduate, and Postdoctoral students, and can only be used for reimbursements.

2. **Double-check your VSO’s funding before making purchases.** If you are using funding from any restricted source, double-check that it fully covers the purchases you intend to make before members make purchases. You can click on any account in your FO dashboard to see the funding you have. Funding cannot be changed retroactively, so making sure that all of your club’s purchases are covered ahead of time will make sure everyone can get reimbursed.

3. **Follow up with non-student vendors.** For non-student reimbursements, invoice payments, and service payments, the vendor/payee will receive a tax information request form via email. The request cannot be approved until that is submitted, so following up with those vendors will make sure that the payments go through as soon as possible.

4. **Check your documentation.** Almost all errors we see involve documentation errors. Make sure that the itemization and proof of payment follow the guidelines in this manual. Additionally, check that all files are in a supported file type (jpg, pdf, or png) and can be opened on GrantEd. If you are unsure as to whether your documentation is sufficient, you can always add more.

5. **Ask questions!** You don't have to wait for a request to be denied to find out if you are interpreting the policies correctly. If anything is unclear at any point, reach out using the contact information below to get clarification.
Contact Information

If you have any questions about funding or banking that have not been covered in this manual, or if you need clarification on any financial issue, feel free to reach out to the following sources for help.

ASSU Senate

Members of Senate: Micheal Brown (chair), Danny Nguyen (deputy chair), Daryn Rockett, Alain Perez, Jonathan Lipman, Princess Vongchanh, Tim Vrakas, Gabby Crooks, Lenny Defoe, Alexis Mack, Michaela Phan, Kobe Hopkins, Mia Theresa Bahr, Emily G. Nichols, Sarah Saboorian

Members of the Appropriations Committee: Lenny Defoe (chair), Tim Vrakas, Kobe Hopkins, Micheal Brown, Daryn Rockett, Michaela Phan, Gabby Crooks

Meeting times: The senate meets on Tuesdays 7 PM in the Nitery, Room 209. The Appropriations Committee meets on Sundays at 7 PM in Old Union 103. Meetings may be subject to change.

Office hours: The calendar of office hours is at the bottom of this page: https://assu.stanford.edu/finances/student-org-grants/undergraduate-vso-grants. Please note that times may be subject to change. During times of greater load, please note that senators will not stay past their scheduled hours due to other obligations.

Funding questions: If you have general inquiries, please submit a ticket using Service Now (SUNet login required). If you wish to contact the Appropriations Committee, please use ugs-funding@assu.stanford.edu. You should not contact senators through their personal Stanford emails.

Capital Group

Capital Group has several points of contact for addressing any questions and concerns that might not be answered by this manual.

General questions can often be answered via the FAQ page at https://assu.stanford.edu/finances/granted/faq. If you cannot find your question, you can also contact student managers via banking@sse.stanford.edu. All managers check this email regularly. If you need to contact a specific manager directly, their names and SSE email addresses are as follows:
Student Managerial Staff:

- Kaila Kim, Capital Group Director
  kmk1004@sse.stanford.edu
- Kiara Harding, Capital Group Manager – External
  kiluha@sse.stanford.edu
- Casey Butcher, Capital Group Manager - Internal
  cbu42@sse.stanford.edu

Please do not contact the managers through their personal Stanford emails. We cannot guarantee that managers will be able to see and respond to emails sent to their personal Stanford email addresses in a timely manner.

Coffee Hours: All CapGroup managers hold coffee hours for questions regarding GrantEd several times a week to help with questions or issues regarding GrantEd and payments. The calendar of coffee hours is located at this page: https://assu.stanford.edu/finances/granted/capgroupoh. Please note that Capital Group-run coffee hours are not the same as ASSU senator office hours. We cannot answer questions regarding funding or approve funding applications.

For the year of 2020 to 2021, these will be held over Zoom. We will do our best to accommodate different time zones, but please contact us to set up a private meeting if you are unable to make any of the scheduled hours.

Capital Group also has several full-time staff members, who you may be referred to after contacting student managers.

Full-time Staff:

- Susan Benton, Accountant
  sbenton@sse.stanford.edu
- Brian Joe, Accountant
  bjoe@sse.stanford.edu
- Heather Kirton, Accountant
  hkirton@sse.stanford.edu
- O’Neal Patrick, Accountant
Each member of the full-time staff handles specific issues. If you are not certain who it is you should contact, please contact the student managerial staff first to determine who you need. We ask that you **do not contact full-time staff for minor issues** that can be handled by student management.

If you are having an issue that cannot be resolved either through CapGroup Coffee Hours or ASSU Funding Office Hours, you may want to speak to an accountant. You can speak to an accountant through the Accountant Advising Hours, which can also be found on the CapGroup Coffee Hours calendar: [https://assu.stanford.edu/finances/granted/capgroupoh](https://assu.stanford.edu/finances/granted/capgroupoh).

For questions, concerns, or comments regarding this manual, please reach out to Kaila Kim at kmk1004@sse.stanford.edu.