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 2021-22 school year changes, 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 updated since last year:

**Funding:** The cross-funding policy granted during the last academic year that allowed student groups to use their ASSU funds more flexibly is no longer in effect as of September 20th, 2021. All groups using ASSU funds (e.g. annual grants) must abide to the stated purpose of each line item in their funding application. This change applies to TSF funds as well. If you have any questions, please reach out to banking@sse.stanford.edu.

**Gift cards:** As of September 20, 2021, we are no longer accepting reimbursements for gift card purchases of any kind, no matter which ASSU funding account you use to pay for them.
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 2021-2022 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 Ben Nguyen at BenNguyen@sse.stanford.edu. Your help in improving this guide for everyone is greatly appreciated!
# Table of Contents

A Note on COVID-19...........................................................................................................2
Introduction..........................................................................................................................3
Why Student Groups Bank with SSE Capital Group .......................................................5
General Overview...............................................................................................................7
  Funding ..............................................................................................................................7
  Banking ............................................................................................................................8
  ASSU ePay ......................................................................................................................9
GrantEd Overview ..........................................................................................................10
  Access to GrantEd ...........................................................................................................10
  Using GrantEd ................................................................................................................11
  Making a GrantEd Request ...........................................................................................14
Requests ..........................................................................................................................15
  Payment Requests .........................................................................................................15
  Multiple Payment Lines ...............................................................................................16
  Types of Requests ..........................................................................................................17
Documentation ................................................................................................................23
  Documentation Requirements .......................................................................................23
  Special Case Requirements ..........................................................................................25
  Sample Documentation ...............................................................................................27
Best Practices ....................................................................................................................33
Contact Information ........................................................................................................34
  ASSU Senate ..................................................................................................................34
  Capital Group ...............................................................................................................34
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 The Stanford Fund Partnership at tsfpartnership@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 14 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.

**ASSU ePay**

All VSOs now have access to ASSU ePay to process dues, copays, and deposits into GrantEd. VSO members can access ASSU ePay via GrantEd under “Deposits” or at assuepay.stanford.edu to make payments directly to your VSO. You can find user materials available on our website:

https://assu.stanford.edu/granted-finances/payments/assu-epay
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. Please follow these steps to update your officer roster for future officers to gain access: *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 under the “VSO Officer” tab before it is finalized.*

In addition, presidents, vice presidents, and financial officers will need to 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](assu page) for more information on what trainings are required and
the links to each training. If you run into technical issues, please contact Ben Nguyen at BenNguyen@sse.stanford.edu.

The permissions granted by the trainings are updated nightly. If you need the holds lifted urgently, please email banking@sse.stanford.edu with the certificates of completion for the trainings that apply to you. SSE CapGroup 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:

![My Roles Page]

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.

![Step 1: Payment Lines](image)

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**

Reimbursements are as the name suggests—paying back someone who has incurred expenses on behalf of your organization. Our system splits reimbursements for students and reimbursements for non-students into separate categories, but there is only one major difference in procedure—non-students must also fill out a tax information form that will be emailed to them once the request has been submitted by the Financial Officer and may only receive payment by check pickup or mail. Students do not need to fill out a tax information form and may be able to get their reimbursement by direct deposit, mail, or pickup in our office. We
highly encourage students to Opt-in for reimbursements (under their SUNet ID while in the Affiliate role) to receive direct deposit as it is the quickest and easiest means of reimbursement.

Reimbursement requests require two things: itemized receipts and proof of payment. Itemized receipts have that each item and its price clearly listed, as well as any additional fees or taxes. Proof of payment shows that the transaction was paid for. This would be something like a credit card authorization on the bottom of a receipt, proof of shipment/delivery for online orders, a credit card or bank statement, or something being marked as “paid.” If either part is missing from the request, it will be returned. You should know that just an order confirmation (i.e. the email you get directly after ordering from an online vendor) is not sufficient proof of payment.

Some special circumstances and rules follow for reimbursements:

- If the receipt you’re submitting includes expenses that you are not reimbursing for any reason (e.g. it exceeds a cap set by leadership, or personal items were purchased in the same transaction), be sure to include “Partial Reimbursement” in the request description so we know the omission is intentional.
- If you are reimbursing someone for using their car for group-related travel, you have two methods of reimbursing them for gas. You can either have the submit a receipt from a gas station, or you can take a screenshot of the route taken on Google Maps and multiply the amount traveled by the [IRS gas mileage reimbursement rate for businesses as listed here](https://www.irs.gov). Trips taken in 2021 would be reimbursed at the rate of $0.56 per mile, for example.
- Alcohol purchases are forbidden for undergraduate groups, under University policy.
- Payments through peer-to-peer apps such as Venmo, Zelle, Cash App, etc. cannot be reimbursed under University policy. If a vendor you are working with only accepts payment by such an app, please contact us to see what other options you have.
- Payments in foreign currencies should include the credit card statement, as conversion fees and rates are automatically included. If for any reason a credit card statement cannot be provided, you must convert amounts into USD using the monthly average rate for the month the purchase was made.
- If you are not able to produce documentation, you may use one of your group’s three annual lost receipt allocations. However, you may only reimburse up to $75, and the reimbursement must come out of your 2800 General account. After using three lost receipt allocations, your account will be reviewed and possibly frozen.

**Advance Payment**

Advance payments enable students to make purchases for their VSOs without having to take on the financial risk of making large purchases up front. Advance payments can only be made as a check and not through direct deposit. Please plan ahead to be able to pick up an advance payment during regular business hours at our offices in Old Union 103.
There is no documentation required at the time of creation, but you are required to submit the appropriate itemization, proof of payment, and any other required documentation befitting your purchase within 2 weeks of the check being printed. If you have money left over, you must also submit a deposit for the remaining amount. If you went over, you can request a reimbursement for the balance of your purchase.

If you have any issues with mailing time, please contact banking@sse.stanford.edu.

**Invoice and Service Payment**

Invoice and service payments are used to send payment for goods or services rendered. The difference between the two is that invoice payments are sent to companies, while service payments are sent to individuals.

Example 1: You are paying for photographer services. The service provider has asked you to make the check out to ABC Photography Inc. In this case, you’d use an invoice payment since this is a firm you’re paying.

Example 2: You are paying for photographer services. The service provider has asked you to make the check directly out to the photographer, Jane Stanford. In this case, you’d use a service payment since this is an individual you’re paying.

For invoice payments, the only documentation needed is the invoice showing the breakdown of charges with an official letterhead and address of the vendor.

For service payments, the documentation needed depends on the amount. For all amounts, we need an email chain/text conversation with the recipient agreeing to the amount or a flier showing the recipient’s involvement.

- Over $500 but under $10,000 needs to show OSE approval
- Payments over $10,000 to individuals for services must be reviewed by OSE and drawn up with a contract well in advance.

Both types of payments also require the recipient of the payment to fill out a tax information form that will be emailed to them, and that form requires a US tax ID, such as a Social Security number. If the person or organization you are planning to pay does not have one, please get in touch with us at banking@sse.stanford.edu so we can help organize the logistics.

**Account Transfer**

<p>| Purpose: | To transfer funds within your organization’s accounts. |</p>
<table>
<thead>
<tr>
<th><strong>Example:</strong></th>
<th>Transferring funds to an account that was mistakenly used for a reimbursement from the account that the reimbursement should have come from.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Documentation:</strong></td>
<td>Reference to past transaction being corrected or reason for transfer.</td>
</tr>
<tr>
<td><strong>Notes:</strong></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><strong>Purpose:</strong></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><strong>Example:</strong></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><strong>Required Documentation:</strong></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>
<tr>
<td><strong>Notes:</strong></td>
<td>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 <a href="mailto:tsfpartnership@stanford.edu">tsfpartnership@stanford.edu</a>. You must submit a modification and gain approval before the funds are spent on the new event.</td>
</tr>
</tbody>
</table>

**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

| Purpose: | To pay a Stanford-affiliated vendor (such as Event Services or Stanford Catering). |
| Example: | You are renting out a space and are paying Event Services for furniture. |
| Required Documentation: | The purchase order documentation from the Stanford-affiliated vendor. |
| Notes: | 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. |

University Transfer

| Purpose: | To transfer funds to a university department. |
| Example: | An academic department paid for an event that your group has co-sponsored. |
| Required Documentation: | Invoice from the university department or an event flyer (for co-sponsored events). |
| Notes: | 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: PTA Number: 1056598-1-ZBABS 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

Deposits allow you to deposit money into your VSO’s unrestricted 2800 account. The typical reasons students deposit money into their VSOs accounts are:

- Revenue from sales
- Funding from an external sponsorship
- Clearing an advance payment
Note that deposits cannot be used for:
- Dues
- Ticket sales/Registration fees
- Classes and instruction fees
- Charitable donations

All of these, except for donations, should be handled through either Eventbrite (ticket sales) or ASSU ePay (dues and payments to your group). Charitable donations should be processed in cooperation with the Office of Student Engagement and the Office of Development. More information can be found here. If you have any questions about whether your anticipated deposit is permitted, please contact us at banking@sse.stanford.edu.

You can come to our office in Old Union 103 to make a deposit to your group’s account. To have check deposits mailed straight to our office, please use:

Associated Students of Stanford University
531 Lasuen Mall
P.O. Box 19327
Stanford, CA 94305
Documentation

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 $0.56 for trips taken in 2021. For example, if someone drove 10 miles for a group event, they are reimbursed $5.60. This is the IRS gas reimbursement amount, which changes every calendar year. Trips taken in 2022 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 $11.20.

Doing the math in the request description (“Payee drove 10 miles x 2 for round trip x reimbursement rate $0.56 = $11.20”) 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.

**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 Order Details]

- 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.

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

Subtotal $15.50
Taxes $1.40
Delivery Fee $2.99
Service Fee $1.50
Tip $3.00

Total Charged $24.44

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).
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.

---

**Thanks for riding,**

We hope you enjoyed your ride this morning.

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

**Amount Charged**

- **VISA**: XXXX
- $37.04

**You rode with [ ]**

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 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.

- Shows the pickup and drop-off addresses.
- Includes itemized breakdown of the total.
- Shows all payment information, including the total and what card was charged.
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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Usage</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA Santa Clara County Valley Transport Authority</td>
<td>5</td>
<td>$8.50</td>
<td>$42.50</td>
</tr>
<tr>
<td>CA Santa Clara County Transit District</td>
<td>5</td>
<td>$8.50</td>
<td>$42.50</td>
</tr>
<tr>
<td>CA Santa Clara County Transaction tax: 125%</td>
<td>5</td>
<td>$0.21</td>
<td>$1.06</td>
</tr>
<tr>
<td>CA State &amp; Local Sales Tax: 7.5%</td>
<td>5</td>
<td>$3.16</td>
<td>$15.80</td>
</tr>
<tr>
<td>CA Santa Clara County VTA BART: 125%</td>
<td>5</td>
<td>$0.21</td>
<td>$1.06</td>
</tr>
</tbody>
</table>

### Reservation Adjustment

<table>
<thead>
<tr>
<th>Description</th>
<th>Usage</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rebill Hours: 7:00 AM - 1:00 PM</td>
<td>1</td>
<td>$8.50</td>
<td>$8.50</td>
</tr>
<tr>
<td>Miles included with reservation</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>CA Santa Clara County Transit District</td>
<td>80</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>CA Santa Clara County Transaction tax: 125%</td>
<td>80</td>
<td>$0.01</td>
<td>$0.80</td>
</tr>
<tr>
<td>CA State &amp; Local Sales Tax: 7.5%</td>
<td>80</td>
<td>$3.54</td>
<td>$283.20</td>
</tr>
<tr>
<td>CA Santa Clara County VTA BART: 125%</td>
<td>80</td>
<td>$0.21</td>
<td>$16.80</td>
</tr>
</tbody>
</table>

### Total Cost

- Total Cost: $55.47
- Billed to credit card ending in 1707
- Pending: $0.00
### Restaurants

Many restaurants provide customers with two different receipts. Proper documentation will generally include both.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hummus</td>
<td>1</td>
<td>5.00</td>
</tr>
<tr>
<td>Lemon Basil</td>
<td>1</td>
<td>5.00</td>
</tr>
<tr>
<td>Tabbouleh Salad</td>
<td>1</td>
<td>5.00</td>
</tr>
<tr>
<td>Greek salad</td>
<td>1</td>
<td>5.00</td>
</tr>
<tr>
<td>Shish Kabab Entree</td>
<td>1</td>
<td>18.00</td>
</tr>
<tr>
<td>Almaza</td>
<td>3</td>
<td>3.00</td>
</tr>
<tr>
<td>Almaza</td>
<td>3</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**Sub Total:** $47.00  
**Sales Tax:** $3.29  
**Gratuity:** $9.05  
**Check Total:** $59.34

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 Undergraduate Senate: Emily Nichols (Co-chair), Alain Perez (Co-chair), Cayla Withers, Kamau MuseMorris, Gabrielle Crooks, Sarah Saboorian, Joshua Jankelow, Darryl Thompson, Marion Santo, Amira Dehmani, Jaden Morgan, Jordan McElroy, Aden Beyene, Michaela Phan, Nikhil Lyles

Members of the Undergraduate Appropriations Committee: Jaden Morgan (Chair), Michaela Phan, Nikhil Lyles, Gabrielle Crooks, Alain Perez

Meeting times: The senate meets on Tuesdays 8 PM in the Nitery, Room 209, and on Zoom (password: 123456). The Appropriations Committee meets Sunday nights on Zoom. 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:

- Ale Orozco, Capital Group Director  
  aaleo@sse.stanford.edu
- Ben Nguyen, Capital Group Manager  
  BenNguyen@sse.stanford.edu
- Kyla Bryant, Capital Group Manager  
  ksbryant@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.

Office 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 office hours is located at this page: https://assu.stanford.edu/finances/granted/capgroupoh. Please note that Capital Group-run office hours are not the same as ASSU senator office hours. We cannot answer questions regarding funding or approve funding applications.

Starting the year of 2021 to 2022, these will return to being in-person and you can come in to our office located in Old Union Suite 103. If you need to meet with us and cannot make it to one of the hours set here, please email banking@sse.stanford.edu and we’ll set up a different appointment if necessary.

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
  opatrick@sse.stanford.edu

• Kevin Martinez, Chief Executive Officer
  kevinm95@sse.stanford.edu

• Jas Espinosa, Business Operations Manager
  jas@sse.stanford.edu

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.

For questions, concerns, or comments regarding this manual, please reach out to Ben Nguyen at BenNguyen@sse.stanford.edu.