HEY STUDENT LEADERS!

Thinking about planning an event for your organization and providing food, but don’t know where to start? Here’s a quick primer on what to consider and what options are available to you.

You can send a gift card before the event to each attendee.

★ Buy gift cards in bulk!
  ○ We’re offering a service to buy gift cards in bulk. The payment will be pulled directly from your account, so you won’t need to fill out a reimbursement request or other request on GrantEd.
  ○ The gift cards will be emailed directly to the recipients once purchased.
  ○ Fill out this form and email it to the accountant mentioned in the first page. You must send the form at least one week before you plan on having the event, or we won’t have enough time to purchase and send them out through our vendor.
  ○ We can only send gift cards for Stanford students who will be using the funds in the U.S. If you need to send something to someone who is currently abroad, contact us at banking@sse.stanford.edu and we can help sort it out.
  ○ We can only bulk order a minimum of 20 gift cards.

★ Have a group member purchase the gift cards and reimburse them.
  ○ You can give $20 max per person, per event on a gift card.
    ■ Certain companies don’t allow you to buy less than $25 in gift cards, so do your research, or buy larger denomination gift cards and have the recipients use the cards for multiple events.
      ● For example, Uber (and UberEats), Doordash, and Postmates do not allow gift cards in amounts less than $25.
    ■ Through omnicard, we can purchase in smaller denominations (and potentially other third party sites), so consider ordering in bulk to not place financial burden on whoever is buying gift cards.
    ■ Since not everyone has access to food delivery services, also consider buying restaurant-specific gift cards or for grocery stores.
  ○ When reimbursing, make sure you include a list of all gift card recipients and their SUNet ID/Stanford email (along with itemization and proof of payment).

You can also reimburse each attendee for purchasing food after the event.

★ Have the attendee create the request as a Stanford Affiliate, or have the FO create a request for each attendee.
Every Stanford student has a Stanford Affiliate role in GrantEd that allows them to create requests for themselves and opt-in for direct deposit. All they need to do is log into granted.stanford.edu.

- When a Stanford Affiliate creates a request, it then goes on to the group’s FO for approval.
- After a Stanford Affiliate sends a request to the FO, only the FO will be able to edit it, so attendees should be sure to include all required information the first time.
- Once the Affiliate has submitted the request, FOs will need to check the documentation, assign funding distributions (aka pick the appropriate account), then submit to CapGroup.
- You can also send them this step-by-step guide for submitting requests for Stanford Affiliates.

Whether the attendee or FO creates the request, it will need itemization and proof of payment.

All payees should opt-in for direct deposit, since the ASSU/SSE office is closed for check pickup. Directions for how to enroll in direct deposit can be found on our FAQ page.

If you have any questions about planning an event and what documents or other considerations you might need, please contact us at banking@sse.stanford.edu or drop in to one of our managers’ Coffee Hours here.