LSI Finance

Policies & Procedures for Student Organizations

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CRITICAL CONTACTS

LSI Finance Office:
Phone: 757-683-3890
Email: LSIFINANCE@ODU.EDU

LSI Main Office:
Phone: 757-683-3446
1071 Webb Center
Norfolk, VA 23529

Budget Manager: Carrie Duran
Fiscal Technician: Connor Simpson
Fiscal Program Assistants:

- Mindy Medrana

To schedule an appointment with our staff to make a purchase, review travel plans, etc. please set up a time by emailing LSIFinance@odu.edu.

SGA Treasurer: Menelik Rice-Coleman

sgafinance@odu.edu

MONARCH GROUP

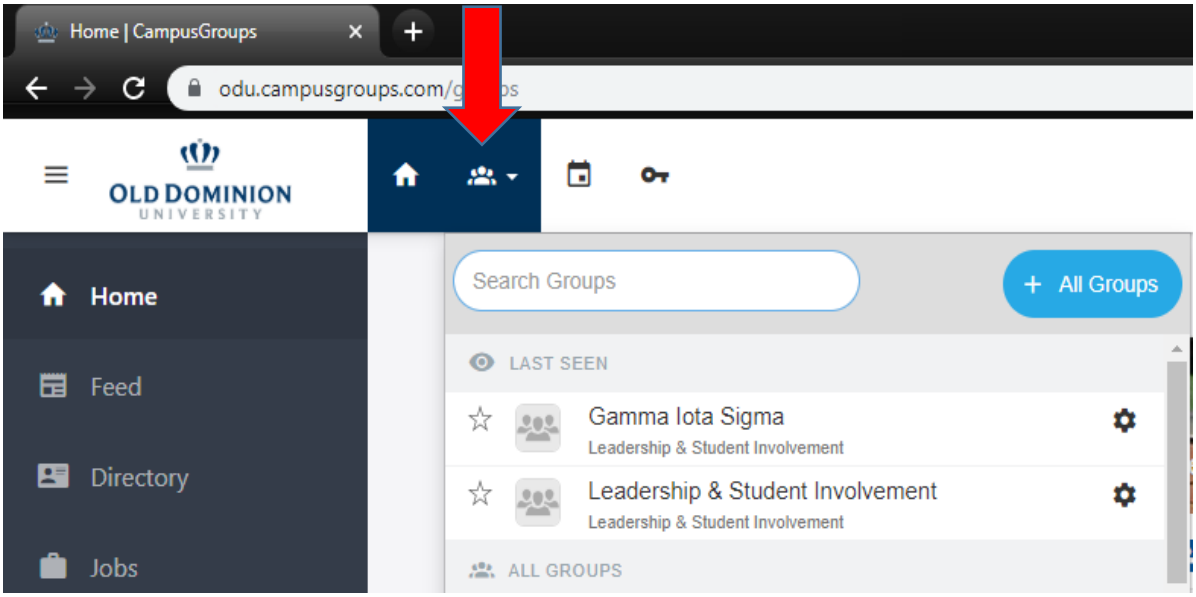
Every organization that has an SGA allocation annually will be able to access the budget allocation and complete payment requests using Monarch Group. To be able to access the treasury portion, you may need particular permissions granted by your portal administrators.

Purchases and processes done by LSI Finance will only be completed once a payment request has been submitted. Sending an email or coming to the LSI Finance office will not suffice as a payment request. This ensures that your Monarch Group budget accurately reflects your expenses for the year.

The last day to submit payment requests prior to the 50% deadline is the last day of classes in the fall semester. The last day to submit payment requests for the budget period is the last day of classes in the spring semester. These payment requests should be in final invoice status ready for immediate payment.

To access your budget:

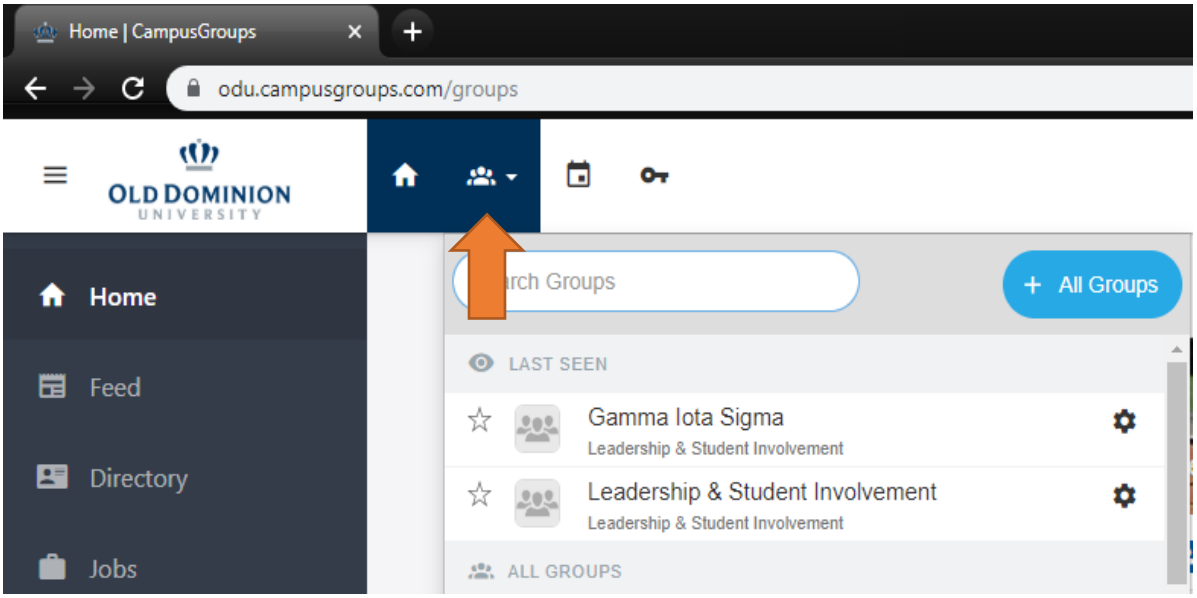
1) Log into Monarch Group and access your organization portal.
2) Hover over Groups icon. It is to the right of home at the top of the page. Example below.



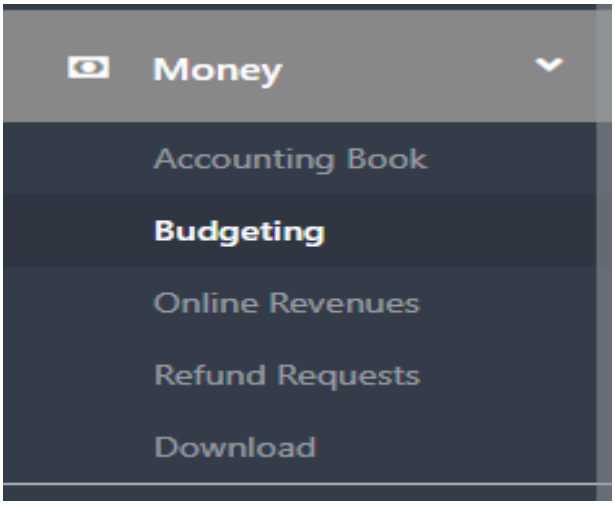
3) Click on "Budget".
4) Your budget will show a requested amount and an approved amount shaded in gray. The approved amount is your allocation.

To put in a payment request:

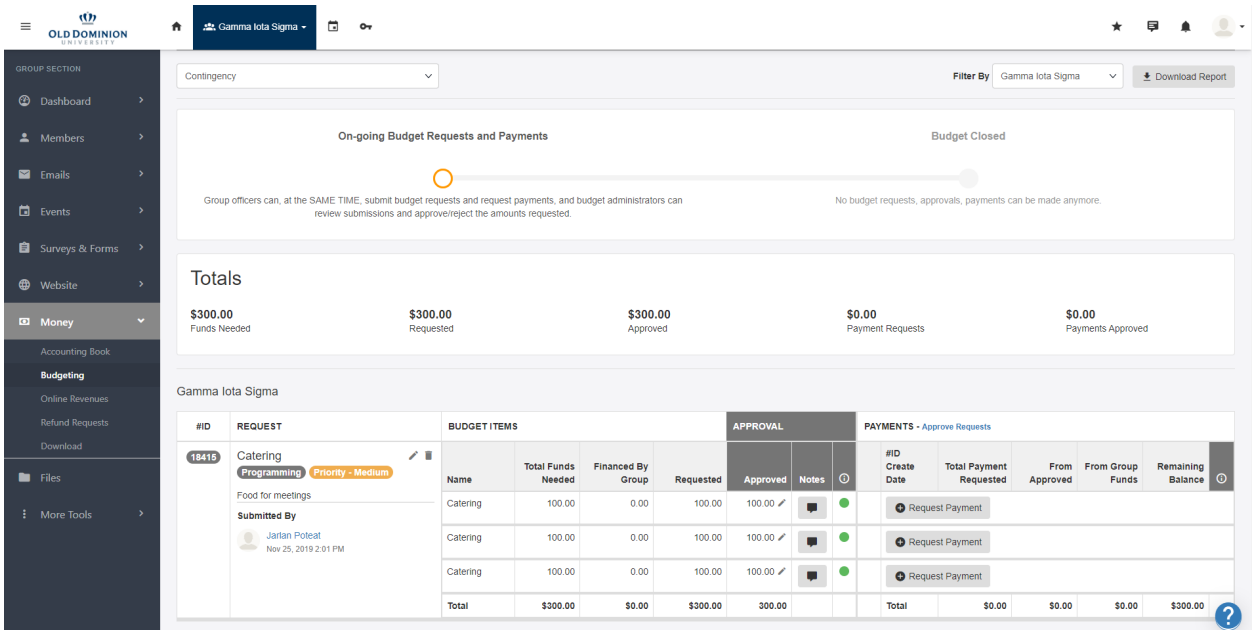
1.) From the main Campus Groups home page (https://odu.campusgroups.com/groups), please ensure that you're an active officer of the organization. At the top left hand corner of the page, select the "Groups" Icon located above the orange arrow and search for your organization.



2.) You should now be on the organization's main Dashboard. From the dashboard, on the left-hand pane, select "Money" → "Budgeting". You will be taken to your budget portal.



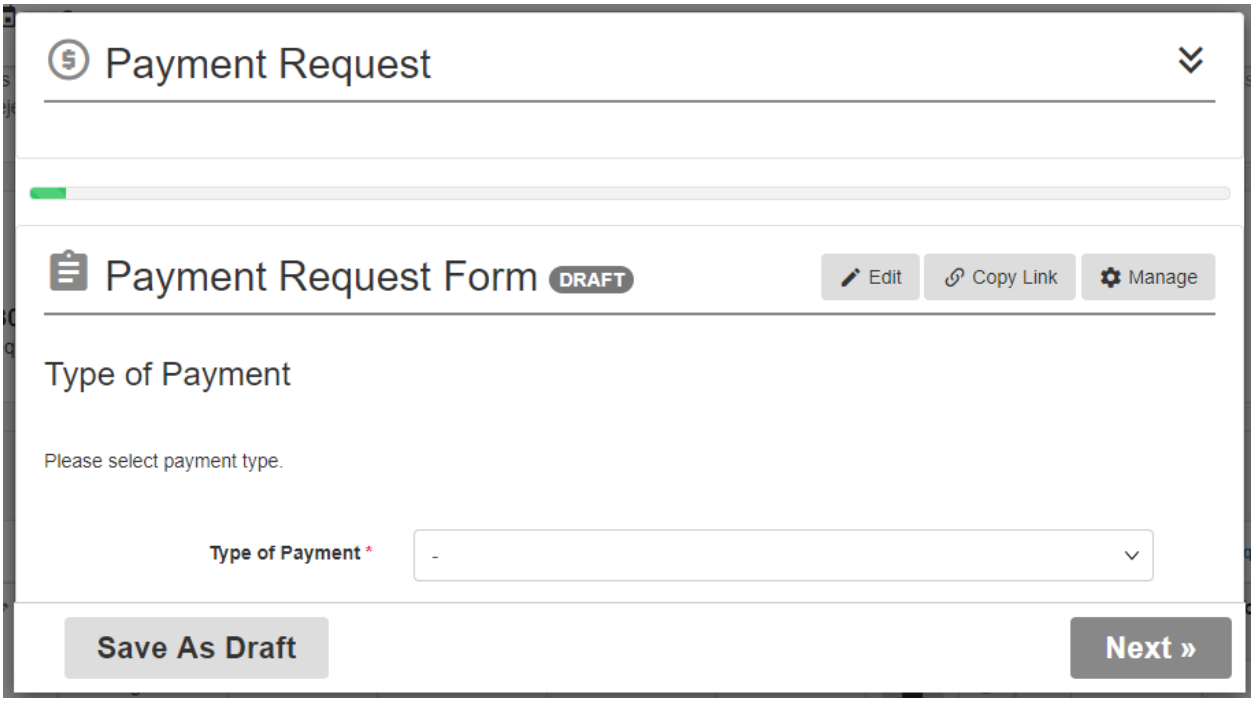
3.) Be mindful that there are 3 different types of budget funding sources when requesting payments: **SGA Budget, Co-sponsorship and Contingency.** Be sure to select the appropriate source when submitting a budget request. This can be selected toward the top right-hand side of the portal. The following page will load:



4.) If the organization has received budget approval, there will be a “Request Payment” next to each line item that has been approved within your budget. Select the corresponding “Request Payment”.

5.) You’ll be taken to the Request Payment form. Here, you will fill out the details needed to properly make a payment request.
   a. **Payment Type**: Please select: **LSI Finance**.
   b. **Description**: provide a brief description of what you will be purchasing.
   c. **Revenue/Expense**:
   d. **From Allocated**: This field prepopulates with how much is left in this line item. Enter the amount requested here.
   e. **From Group Funds**: These are remaining group funds from your group money balance.
   f. **Receipts**: This is where you will upload receipts, price quotes, any supporting documentation needed to finalize your payment request.
   g. **Payee/Vendor**: Indicate the vendor/payee the request is intended for.
   h. **Additional Notes**: anything else you might feel the need to add.

6.) Select “Next” at the bottom right hand corner of the payment request. You will be taken to the “Payment Request Form”



7.) Here, you will select the Type of Payment request. Each option will prompt a different form unique to your respective selection; (i.e., selecting the "Catering" option will bring up the catering form. The different payment types are:

Bookstore Requisition, Catering, Contract, Conference Registration, Hotel Prepayment, Online Purchase, Poster Printing, Reimbursement, and Transportation.

8.) Upon completion of the respective Payment Type form, click the "Submit" at the bottom right hand corner of the payment request**.**

FISCAL YEAR

The student organization fiscal year runs from when student organization budgets are published on or after July 1 until the last day of spring classes. There are deadline restrictions associated with student organization purchases. No payment requests associated with the previous fiscal year will be allowed once the deadline has passed.

TRAVEL – TRANSPORTATION

There are five different types of transportation transactions four of which are done via pre-payment and one that is done using reimbursement. **It is critical that if your organization is planning on traveling that you meet with the LSI Finance staff well in advance to ensure you are using the correct means of travel.** Any travel related purchases cannot be processed until 60 days before the travel will occur.

1) Rental Vehicle
2) Personal Vehicle
3) Airline
4) Train
5) Bus

RENTAL VEHICLE:

If driving is your best option using a rental vehicle is the preferred option. Using personal vehicles is only an option when you have worked with the LSI Finance staff in advance to do a cost benefit analysis. The University has a contract with Enterprise, and this will be the option for rental vehicles.

1) Submit a payment request on Monarch Group (Transportation). Fill out request in its entirety. *Note that if you have a weekend day departure or return this can result in additional days on your rental agreement. The latest a car can be dropped off prior to the weekend is Friday afternoon and they get picked up on Monday morning for weekend drop offs.*
    a. LSI does not reserve 12 or 15 passenger vans and Enterprise cannot guarantee large SUVs. It is more critical to consider the number of seats needed and luggage storage to determine which type or combinations of types of vehicles to request.
    b. Current Enterprise rates (subject to change)
2) Fill out the travel participation waiver. Each individual will need to fill out their own waiver and the organizer of the trip will need to fill out the organization travel form.
3) Once vehicle is secured and confirmed, pick up rental keys at the Leadership & Student Involvement (LSI) office. Enterprise will drop off vehicles in Lot 47. (Corner of Killam Avenue & 46th Street).
4) Keep the pink rental agreement with the vehicle at all times.
5) If you have an accident or the vehicle is damaged, you must notify LSI Finance and fill out the accident report packet within 24 hours of the accident.
6) Vehicles must be returned to Lot 47 in designated spaces to avoid ticketing.
7) Make sure it is filled to the same amount of gas as when you picked it up.
8) Return keys to the drop box at the Public Safety office.
9) Submit a reimbursement request for any gas purchased or tolls. Submit original receipts.

PERSONAL VEHICLE:

If it is deemed through the cost benefit analysis that using a personal vehicle is the best option for your trip the university will be able to reimburse mileage (according to Commonwealth and University standards and rates). Gas is only reimbursable for rental vehicles. Once the trip has concluded, follow the reimbursement procedures for submitting a reimbursement packet. Provide a list of anyone else who traveled in the vehicle with you and the address of the location you traveled to.

AIRLINE:

If flying is deemed the best option for transportation, submit a transportation payment request on Monarch Group. Include all pertinent information needed for each traveler including:

- Full name as listed on driver's license
- Date of Birth
- Gender
- State of Residence (match license)

If you have specific times you must arrive or depart please include those or provide specific preferred flights. Be mindful that prices for flights are subject to change or your preferred flight options may not be available.

No upgrades with additional fees are allowed.

International Travel: If you are traveling internationally, add at least two weeks to your preparation plans on top of regular travel because all international travel requires pre-approval.

TRAIN:

If train travel (AMTRAK) is deemed the best option for transportation, submit a transportation payment request on Monarch Group. Include all pertinent information needed for each traveler including:

- Full name as listed on driver's license

If you have specific times you must arrive or depart please include those or provide specific preferred routes. Be mindful that prices for AMTRAK are subject to change or your preferred route options may not be available.

No upgrades with additional fees are allowed.

BUS:

If bus travel is deemed the best option for transportation, submit a transportation payment request on Monarch Group. Include all pertinent information needed for each traveler including:

- Full name as listed on driver's license

If you have specific times you must arrive or depart please include those or provide specific preferred routes. Be mindful that prices for bus routes are subject to change or your preferred route options may not be available.

No upgrades with additional fees are allowed.

CONFERENCE REGISTRATION

1) Submit a payment request using the "Conference Registration" option including all pertinent information (Look on registration website to see if additional information is need i.e. Preferred Name, Emergency Contact, Dietary Restrictions/Special Accommodations etc.)
2) If multiple individuals are registering at the same time for the same conference, it is preferred that a spreadsheet with all needed information is uploaded. The requester should preview the registration form for any specific questions needed and have those answers ready.
3) Contact LSIFinance@odu.edu to schedule a meeting with a staff member to schedule a time to review your travel plans and to register for your conference using the LSI credit card.
    a. Keep in mind early bird and registration deadlines to ensure that you are allowing ample time to register. Travel purchases cannot be made more than 60 days prior to travel.
    b. The website must be secure in order for LSI finance staff to use their university credit card. There will be a "lock" icon to the left of the URL if it is considered a secure website.
    c. If the conference uses a PayPal account it cannot be an individual PayPal account but connect to an entity.
    d. For any other type of payment method, please allow for additional processing time and you may need to secure additional documentation like a sub COV w-9 to process a check.
    e. LSI is not able to pay for individual membership. If individual membership is required for registration or to get a better registration price, please pay for this in advance.
4) Fill out the travel participation waiver. Each individual will need to fill out their own waiver and the organizer of the trip will need to fill out the organization travel form.

HOTEL PRE-PAYMENT

1) Upload request in Monarch Group using the "Lodging" option. Include the list of students and their UIN #s that will be traveling.
2) Meet with LSI Finance once the below is complete to make sure all aspects of your travel are secure.
3) There are two ways to pay for hotels:
    a. PRE-PAYMENTS - In order to get a pre-payment for a hotel stay, the following must be done and submitted to LSI at least a month in advance. Due to Commonwealth of Virginia financial policies, if all items are not done or cannot be done, you will have to do a reimbursement. NO exceptions.
        i. Call the hotel and get an invoice for total expenses - the room charge MUST be separate from the taxes & fees. The taxes and fees cannot be percentages, it must list actual dollar amounts. An invoice is preferred but a confirmation email will work ONLY if the room fees, taxes, and charges are still listed as dollar amounts separately. You might have to call the actual hotel billing department. Upload the invoice from the hotel on Monarch Group. Make sure it is clear for "What is the Purpose of Travel for Lodging" (Conference, retreat, etc).
            1. Example of invoice included below.
        ii. All hotel pre-payments must adhere to Commonwealth allowable rates by City. https://www.odu.edu/facultystaff/university-business/travel/per-diem
        iii. Do not use a third party to book your hotel (Travelocity, Priceline, etc.). Since you are working with the third party and not the hotel you will not be able to get the invoice you need which will result in your needing to do a reimbursement instead.
        iv. Have the hotel fill out a copy of the "Substitute COV W-9" for to the Hotel; and send back to you. The form can be found here: http://www.doa.virginia.gov/AdminServices/CVG/Forms/W9_COVSubsitute.pdf. A regular W-9 will not work - they will offer to send you a W-9 - it will not work unless you use the one above! You will have to e-mail it to them as an attachment.
        v. There is a 50/50 chance the hotels will do the above items. You may have to keep calling. But that is the only way LSI Finance can get pre payments done. If not, the travelers will have to pay for the hotel and get reimbursed.
        vi. No one other than ODU students travelling can stay in the hotel room (no spouses, significant others, etc).
        vii. Pre-payment is done only for students. Faculty and staff are not able to be included in pre-payment for lodging with the student request.
        viii. If a pre-payment can be processed, a check will be available for pick up in LSI typically on the last business day prior to your departure.
    b. REIMBURSEMENT
        i. Hotel expenses can be paid by students and then get reimbursed if the above cannot be done.

ii. You must schedule a meeting with LSI finance to come up with a reimbursement plan at least two weeks in advance of travel.
iii. All hotel reimbursements must adhere to Commonwealth allowable rates by City. https://www.odu.edu/facultystaff/university-business/travel/per-diem
iv. There are several rules and procedures that must be followed in regards to who can be reimbursed, how they are reimbursed and amounts allowable. An individual plan based on student organization needs and LSI will determine best way to plan in advance to accomplish and make sure everyone can get reimbursed. At the meeting, the student organization will need to know all students that can pay, how many in a room, who has credit cards, etc.
v. No one other than ODU students travelling can stay in hotel (no spouses, significant others, etc).
vi. Upon return from travel, students must turn in all receipts and invoices with their reimbursement packet along with submitting a reimbursement payment request on Monarch Group. All hotel receipts must list names of hotel occupants and payment method including last 4 digits of credit card numbers.

Hotel Name & Logo
1000 Main Street
Hometown, VA 23529

Invoice	
Invoice No.	1

Customer

John Smith
Old Dominion University
1071 Webb Center
Norfolk, VA 23529

Due Date:	Upon Arrival
Rep	Jill Jones

Nights	Description	Unit Price	Total
2	100001 - Smith/John $100.00 Room Rate + $10.00 Sales Tax + $12.00 Occupancy Tax	$122.00	$244.00
2	100002 - Johnson/Joseph $100.00 Room Rate + $10.00 Sales Tax + $12.00 Occupancy Tax	$122.00	$244.00
		Due	$488.00

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ALTERNATE LODGING

Alternate lodging can be cabin/house rentals, Air B&B, etc. Essentially lodging that is not a hotel. There are instances where this may be the more desirable outcome however, permission for this type of alternate lodging must be done at least a month in advance of travel and prior approval must be obtained. This may require additional information from the vendor. Often this will not be an expense that can be paid in advance and very likely will need to be done via reimbursement upon return. Again, only with prior approval.

SUMMER TRAVEL

Summer travel is defined as between the last day of classes and June 30 or from July 1 until the beginning of the academic year. Depending on when travel occurs will determine how it is handled.

Last day of classes and June 30:

- SGA funding is only available for summer travel for items that can be pre-paid and are submitted completely on Monarch Group by the last day of classes
    - Hotel Pre-Payment
    - Conference Registration
    - Transportation (Airline, Train, Bus, Rental Car)
- Reimbursements for travel between the last day of classes and June 30 will not be possible from the current SGA budget cycle and cannot be guaranteed from the next SGA budget cycle.
- If you have summer travel from the current SGA budget cycle you must meet in advance of the last day of classes with LSI Finance.
- If your travel spans both fiscal years (Leave on or before June 30 and return on or after July 1) it is treated the same as travel after July 1 and no transactions by LSI finance can be done until after the new SGA budgets are released.

Travel after July 1:

- We are not able to pay for travel expenses after July 1 from the previous SGA budget cycle.
- We will only be able to process travel related expenses for after July 1 when the new SGA budget is released which could be at any point during the summer. This is to guarantee that you have the appropriate allocation for your travel.
- Once the new budget is released, students should follow the same process as usual to submit payment requests

REIMBURSEMENT

Reimbursement Considerations:

- Reimbursements can only be for small business expenses (up to $200.00 per vendor/per day). The only time reimbursements can exceed $200.00 is when it is related to travel.
- **If at all possible, it is preferred that items are purchased in advance with the assistance of LSI Finance rather than being reimbursed. If this is not possible, communicate with LSI Finance in advance to ensure that you are able to be reimbursed for items purchased and the information you will need to process reimbursement.**
    - Without communicating with LSI Finance first, there is no guarantee that you can be reimbursed and even then some reimbursements can be denied after submission.
- Only individuals can be reimbursed, not student organizations as an entity.
- The purchaser is the only one that can be reimbursed, not a proxy. For example, you cannot be reimbursed for something on another individual's credit card.
- All receipts related to reimbursements must be submitted within 30 days of the purchase to receive reimbursement. Anything submitted after 30 days will not be able to be reimbursed.
    - Receipts must be legible, itemized, and must have method of payment. If method of payment is a credit card or debit card the last four digits must be included.
    - If all documentation needed is not submitted by the final day of classes during that semester then the matter is considered closed.
- Any alcohol purchases are not reimbursable. Ebay purchases are not reimbursable.
- Travel Reimbursements:
    - For travel reimbursements, you are not able to be reimbursed for any purchases until after you return from the trip. For example, if you paid for a flight with your own credit card, you could not be reimbursed for that expense until your return which could be many months later.
    - Gas can only be reimbursed when there is a rental car being used. Personal vehicles would be reimbursed for mileage. Prior to your trip work with LSI Finance to do a cost/benefit analysis of whether a personal vehicle versus a rental car is cost beneficial.
    - Reimbursement for food is based off of per diem rates rather than individual meals.
    - Hotel reimbursement - Hotel expenses can be paid by students and then get reimbursed if a hotel pre-payment cannot be made.
        1) You must schedule a meeting with LSI finance to come up with a reimbursement plan at least two weeks in advance.
        2) All hotel reimbursements must adhere to Commonwealth allowable rates by City.
        3) There are several rules and procedures that must be followed in regards to who can be reimbursed, how they are reimbursed and amounts allowable. An individual plan based on student organization needs and LSI will determine best way to plan IN ADVANCE to accomplish and make sure

everyone can get reimbursed. At the meeting, the student organization will need to know all students that can pay, how many in a room, who has credit cards, etc.

4) No one other than ODU students travelling can stay in hotel (no spouses, significant others, etc).
5) Upon return from travel, students must turn in all receipts and invoices with their completely filled out reimbursement packet. All hotel receipts must list names of hotel occupants and payment method including last 4 digits of credit card numbers.

- Reimbursements can take up to a month once all proper paperwork is submitted.

Reimbursement Process:

1) Submit a payment request for "Reimbursement" under Monarch Group. Fill out all questions completely and upload receipts.
2) Turn in a Reimbursement packet to Leadership & Student Involvement and meet with the staff for an initial reimbursement review (1071 Webb Center).
    a. COV Sub W-9 (W-8BEN for International Students)
    b. Chrome River Enrollment
    c. Original, itemized receipts
    d. "I Certify" Statement
    e. If there is any food purchased, you will need to submit a list of attendees and a business meal expense form
3) Communicate with LSI Finance staff regarding any additional information that may be needed. If you are an employee you may need to take additional steps to setup LSI Finance staff as delegates in Chrome River.
4) **Steps to add Delegates on Chrome River**
    a. Go to www.odu.edu/chromeriver
    b. Login using your employee MIDAS username and password
    c. The first time you login on your computer it will ask you to accept the Adobe setup- click next and then allow
    d. On the upper left-hand side you'll see "Your Name," below that click the Settings Link.
    e. Click on Delegate Settings.
    f. Click on Add New Delegates
    g. You will be adding the following people
        i. Carrie Duran
        ii. Connor Simpson
        iii. Jennifer Cohen
        iv. Mindy Medrana
    h. Please notify lsifinance@odu.edu once you have completed these steps so that we can enter your reimbursement.
5) All reimbursements require a final acknowledgement so attention to your odu.edu email is important to ensure a timely submission.

6) Communication will also be included in the comment section of the reimbursement payment request detailing what step your reimbursement is on in the reimbursement process.
7) If additional information is needed and you fail to respond to LSI Finance staff by the last day of classes for a semester, we will consider the matter closed and no reimbursement will be issued.

CATERING

All catering requests must be submitted 7 business days before event.

The University is contracted with ARAMARK and all catering must be submitted through them for on campus events.

If there is a type of catering that ARAMARK cannot provide, work with catering to secure a catering waiver in advance and additional steps will need to be taken in order to resolve this payment if approved.

1.) Place your order online at www.oducatering.catertrax.com
2.) Login to your student account
    a. If this is your first time using catertrax, you will need to make an account
3.) Select the Menu of your choice
4.) Choose your Event Date and enter your Number of Guests
5.) Choose a desired selection and specify it to your liking
6.) There is a $15 per person limit set on food per SGA by-laws.
7.) Once you have all your selections, submit your order and checkout.
8.) Select LSI/Student Org as your payment option
9.) Confirm your Event Details
    a. Make sure you select student organization and put your org name in the title of your event
10.) Submit a payment request on Monarch Group using “Catering” option.
11.) Fill out all needed information and upload your catering confirmation to your request.
12.) A list of names of attendees is needed for any event unless it is an open event (over people) and cannot be provided.
13.) No catering will be provided during Finals week.

BOOKSTORE REQUISTION

A bookstore requisition can be used to purchase items from the University Bookstore, Monarch Market, or the Monarch TechStore. Items can include but are not limited to: University apparel and merchandise, books, technology equipment, etc.

1) Determine approximate cost of items needed by either visiting the Bookstore or looking online (Keep in mind if looking online that some items may not be available in the bookstore and the bookstore requisition is intended to be used at the bookstore.)
2) Submit a Monarch Group payment request using the "bookstore requisition form" option.
3) You will be notified via comment in Monarch Group when the form is ready for pick up from LSI at 1071 Webb Center.
4) The form and receipt must be returned to LSI within two business days.
    a. Restrictions:
        i. No gift cards
5) If you are purchasing a giveaway that is more than $500 provide the name and UIN of the student.

SPRINGHILL SUITES

Average cost at the ODU rate is $131.96 per room/per night which includes taxes and fees. Must be submitted at least a week in advance and is subject to hotel availability.

If there is a need to cancel, you must contact LSI Finance at least two (2) business days in advance.

If you are looking to book lodging in the ODU Springhill Suites on Hampton Boulevard take the following steps:

1) Fill out a payment request under the appropriate budget allocation line item using the "ODU Spring Hill Suites Lodging" form in the payment request type drop down.
2) Fill out the form in its entirety, being as detailed as possible.
    a. If you need multiple rooms for the same event, you can use the same form.
    b. If you need a room for a vendor/performer, where you will be completing a contract but the cost of their room is not included in their contract payment, you will need to fill out the "ODU Spring Hill Suites Lodging" payment request separately.
3) Once submitted, an LSI Finance staff member will secure the room(s) on behalf of your organization and a confirmation will be sent to the student/staff that submitted a payment request via email.
4) If there is a need to cancel, you must contact LSI Finance at least two (2) business days in advance.

CONTRACTS

Any student organization seeking to hire someone or a business for services they provide the organization need to complete the following process. The organization is responsible for securing all proper paperwork.

Student organizations must have the individual/business complete the following forms. Please see notes under each form for common questions and mistakes to avoid.

If you are hiring a current ODU student, they must fill out a payroll packet and will be paid via the payroll system.

If you are hiring someone who is a recent graduate of ODU (within six months of contracted date) additional permission must be granted in advance from LSI Finance.

Contract (ODU Standard Engagement Agreement)

1) Student should completely fill out all areas of contract with correct information before sending on to the individual/business to **hand sign**, date and return
2) All areas marked "Agency or Individual" must be replaced with the same business or individual name throughout the contract. This name should be exactly who the check will be made out to.
3) Under section #6, ensure that an FID/EIN number is used for paying businesses and a SSN number is used for paying individuals.
4) Under section #6, find out if your individual/business wants to be handed a check the day of performance or if they want it mailed to them. Select given or mailed as appropriate. If mailed, the check will be mailed to the address provided on pages 3 and 4.

COVA Substitute W9

1) Ensure that the SSN or EIN provided matches what you list on your contract and IPSC Form (see below).
2) Individual or business will fill out this form, you do not need to fill this out at all.
3) Ensure that the mailing address is where the vendor wants the check mailed to. This address should match on all forms turned in.

IPSC Form and IP Checklist (only used when paying an individual or sole proprietorship)

1) For the IPSC Form, you must fill out the sections marked in blue and have the individual being paid fill out the sections in red.
2) For the IP Checklist, simply fill out the provider name and services date(s) and check one line that most closely applies to the work they will be doing. (For example, a DJ would check the first line on the last page.)
3) Ensure that the date(s) of service on the IP Checklist match the date(s) provided on the IPSC Form and contract.

On all forms, a HAND WRITTEN signature is required. Electronic signatures are not accepted! Please ensure forms are hand signed and then scanned back.

When you have copies of these completed forms, submit them to a payment request on Monarch Group as a "Contract Payment" and upload the completed forms in order to submit them for processing.

Allow 3-4 weeks for complete processing prior to event with all completed, accurate paperwork. If submitted without adequate processing time or after the event expect at least 30 days until payment can be made, if approved.

OFFICE SUPPLIES

Organizations with offices are allowed to purchase office supplies per SGA financial bylaws. All items purchased are meant to stay with the organization.

The University is contracted through RGH/Staples for the purchase of office supplies.

1) Determine supplies needs by either looking at the staples website or using one of the catalogs found in the LSI office. Keep in mind prices and availability may be different.
2) Submit payment request on Monarch Group using “office supplies” option. Include detailed information on items and quantity including description and Staples number.
3) Allow for at least a week for processing, subject to availability.

ONLINE PURCHASE & VENDOR PAYMENT

Online purchases and vendor payments have similar features.

Online purchase would be something that has a shopping cart and website related credit card payment. Versus a vendor payment is when you have already placed an order and have an invoice ready for payment

In both cases the following criteria must be met:

1) All Promo orders including T-shirts must be quoted from Staples.
2) Orders must **not** include sales tax as ODU is tax-exempt and cannot pay for sales tax.
3) If a purchase is to be completed through an online system it must be on a secure website.
4) For both types of payments ODU participates in the Commonwealth's Small, Women-Owned and Minority Owned business (SWAM) program to increase opportunities, participation, and contract awards for certified SWAM vendors. Every effort must be made to purchase through SWAM vendors.
5) Exceptions must be documented and but are discouraged. Along with purchases through Amazon, Target, Walmart, etc are discouraged with preference given to SWAM or contracted vendors. If you are unable to find what you need through a SWAM or contracted vendor please check with LSI Finance first before proceeding with placing an order to ensure that your items can be purchased.
6) SWAM Vendors can be found here: https://directory.sbsd.virginia.gov/#/
7) Contract Vendors can be found here: https://www.odu.edu/facultystaff/university-business/purchasing/contracts
8) LSI Finance can provide you with a list of commonly used Vendors.
9) Keep in mind SWAM and Contract status changes often, so just because you used a vendor previously does not mean you will be able to use them again.
10) If you are submitting an order for printing, additional guidelines exist for printing related contracts. Communicate with LSI Finance in advance.

To submit a request:

1) Submit a payment request on Monarch Group selecting "Online Purchase" or "Vendor Payment" as determined above.
2) For Online Purchase
    a. Include link to website, any log in information (if applicable), shopping cart content, and any documentation of previous contact with SWAM vendors (if not a SWAM vendor)
3) For Vendor Payment
    a. Include final invoice with total amount including shipping and handling.

Insert UPS procedures here-

REALLOCATIONS

A reallocation is when you need to shift funds around in your SGA Budget to either supplement your allocation for a certain type of transaction or if you have a completely new type of transaction that you did not request as part of your budget but you have funds elsewhere in your budget that you can shift funds from.

For example if you received $600.00 for a bookstore requisition you could reallocate that $600.00 to purchase a conference registration. This is because it is under $750.00 and an allowable purchase. However, if you received $800.00 for a bookstore requisition you could not reallocate it to pay a $800.00 conference registration without SGA prior approval.

Organizations are able to reallocate funds without SGA prior approval up to $750.00 per transaction.

1) Submit a payment request on Monarch Group under the line item you would like the expense to come from.
2) Provide supporting documentation in order for LSI Finance to complete transaction

Please note that all reallocations are subject to following both Commonwealth policies and procedures and adherence to the SGA bylaws

Submitting multiple payment requests for a reallocation totaling more than $751.00 for a single transaction would need SGA finance committee pre-approval.

If you wish to reallocate funds in excess of $750.00 per transaction, this requires pre-approval from the SGA finance committee.

1) Submit a reallocation request to the SGA finance director at least 25 business days prior to the expense. Keep in mind processing time need for the LSI Finance area will be in addition to the 25 days needed for the reallocation approval. (Example: If you wish to reallocate funds for a hotel pre-payment, hotel pre-payments must be submitted 30 days in advance, therefore the reallocation request would need to be in 55 days before the trip.) https://orgsync.com/55768/forms/261433
2) Reallocations are subject to all Commonwealth policies and procedures and SGA bylaws.
3) You must provide supporting documentation with your reallocation request.
4) If approved, submit a payment request on Monarch Group under the original line item you had requested the funds be reallocated from.
5) Update the title of the payment request to say “Reallocation - <Title of Expense>”
6) Please be consistent with how you title your actual reallocation request form submission and how it is listed in your payment request.
7) Payment requests with reallocations in excess of $750 will only be processed once a reallocation form has been approved.

You will not see a new line item added to your budget or funds increase or decrease in a different line item once your reallocation request form is approved.

LSI Finance Staff will process payment requests as outlined.

Every student organization is allowed up to 5 reallocations over $750 per year as approved by the SGA Finance Committee.