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ATLAS (Advanced Training and Leadership Academy for Students)

# Money Talks: Financial Literacy for Student Groups

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# Agenda

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- FOAPALs
  - Making Purchases on behalf of your club
  - FOAPAL Balance
  - Reimbursements
  - Collection of Funds
  - Deposits
  - Placing Orders
  - Donations
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- Each club is assigned their own, specific FOAPAL. This acts as the groups designated bank account.
    - You will see a FOAPAL notated like this: 82**XXXX**-59015-**XXXXX**-99000
      - the **green** X's will be a specific number sequence associated with your group only.
      - the red X's should represent the **incoming** or **outgoing** of monies into your groups FOAPAL
        - Examples Include:
          - » **72001** = Supplies
          - » **71176** = Printing
          - » **58001** = Depositing funds in
          - » **56130** = Depositing group dues
    - Money will be deposited into a FOAPAL through;
      - PayPal (automatically deposited at the end of each day)
      - Student Shop (transferred between the 1st & 5th of the following month the funds were collected)
      - Bank Deposit & Financial Toolkit submission - *TWO STEP PROCESS* (will usually show up within 3-5 business days)
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# FOAPAL Purchase

- Current, existing funds within a groups FOAPAL can be used to make purchases in the following ways:
    - Providing the FOAPAL to an on campus vendor (FedEx, catering, etc.)
    - Bookkeeper purchase on behalf of group - a member of the group may email [saoclubs@nd.edu](mailto:saoclubs@nd.edu) to request the purchase of items AT LEAST 7 business days in advance of the event they are needing the supplies for. If the supplies may take longer to process and receive please add in extra time. For a full explanation please visit [sao.nd.edu](http://sao.nd.edu) -> Resources -> Group Management -> Forms..
    - You may submit for an invoice to be paid or a reimbursement to be processed on behalf of your club by submitting the correct documentation needed to the Online Request Form with a fully approved SAO360 request.
    - For contracts, please note that we are automatically paying out any completed contract routed through our office 2 weeks from the date of the event.
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# Making a Purchase with group funds

- University Procard purchase -
  - For fully **approved** SAO360 events - food purchases/supplies can be purchased by emailing the bookkeeper at [saoclubs@nd.edu](mailto:saoclubs@nd.edu) at least 5 days+ before the date of your event
    - » Supplies: groups need to send a link and quantity to be ordered for each item intended to be purchased along with the SAO360 request ID#.
    - » If the purchase is a standard supply for the club please send a link and quantity to be ordered for each item intended to be purchased along with a note mentioning these are standard supplies for the group NOT associated with a specific event.
      - **Groups should be proactive at looking at estimated delivery dates to ensure their order arrives in time. DO NOT assume that if it shows arrival of the day before the date it is needed that is enough cushion**
      - **Groups need to allow for a 2 day response to their purchase request. Please allow for additional time if the order isn't clear and further explanation is needed.**

# Making a Purchase with group funds (cont.)



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- If food is requested to be purchased on behalf of the group using by the Bookkeeper, please email the order to [saoclubs@nd.edu](mailto:saoclubs@nd.edu) along with the fully approved SAO360 request ID# & the following information:
    - vendor & contact information(business name & phone number)
    - date
    - time
    - food and quantity of the item
    - pick up or delivery (campus address if delivery)
    - the onsite contact and their phone number
    - the FOAPAL

The order will then be placed on behalf of your group given all information is provided. I may respond back asking for further explanation if needed.

- **OR** groups can call in the order and email [saoclubs@nd.edu](mailto:saoclubs@nd.edu) with the vendor details (name of vendor, phone number, location, total for the order, and who the order is under) and the bookkeeper can call in payment.
  - **YOU WILL NEED TO EMAIL A PDF OR JPEG OF THE ITEMIZED RECEIPT WITHIN 24 HOURS OF THE PURCHASE TO [SAOCLUBS@ND.EDU](mailto:SAOCLUBS@ND.EDU) FOR ALL PURCHASES.**
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# Making a Purchase with group funds (cont.)



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- Purchases being made by the Bookkeeper on behalf of the club
    - Amazon (and similar web sites) email [saoclubs@nd.edu](mailto:saoclubs@nd.edu) with the contact persons name, club name, the link to the item(s) and the quantity needed along with the SAO360 request ID#.
    - Other websites:
      1. Create a login for your club.
      2. Put item(s) in the cart
      3. Send login info to bookkeeper via email
      4. She will access the cart and pay for the items using the university Procard
        - a. Please note that further communication may be needed to fully process said order.
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# Lead time for orders

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If your club is asking the bookkeeper to purchase for a specific date, be sure to look at the estimated delivery date. You should not cut it too close & allow for at least a 3-5 business day cushion from when the delivery is expected.

If asking for a food delivery order, please allow at least a 2 business day advanced notice.

\*Please note we can only control the ordering of items needed NOT the shipping/delivery of said items.

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# Reimbursements

- Reimbursements can only be submitted through the online tool within the SAO website. Go to inside.nd - SAO360 - RESOURCES

1.



# Reimbursements (cont.)

## 2.

### GROUP MANAGEMENT

Advisor Resources	Clubs Information Meetings	Constitution Updates
DICE Funding	Forms	Funding
Fundraising	Group Accounting	Officer Resources

3.

## Forms

### Purchasing & Payment Information for Undergraduate Student Groups

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*As always, before any items are purchased for a student group, an SAO360 request must be submitted and receive 100% approval. SAO360 requests must be submitted and approved for apparel, event supplies and/or any club operation purchase*

#### Purchasing Apparel

Please visit our website for more information on [purchasing apparel](#).

#### Invoices, Contracts & Reimbursements

- To submit payment requests for reimbursements, contracts and invoices, [click here](#).

#### Purchasing Supplies & Other Items

- SAO360 request must be submitted and 100% approved. Options include:
    - A member of the group may purchase the items personally and then [submit a reimbursement request](#)
    - A member of the group may send an email to [saoclubs@nd.edu](mailto:saoclubs@nd.edu) at least five business days prior to the event requesting the supplies. Please include links to the supplies (preferably on Amazon) and **CLEARLY** outline your order. Providing links to the exact items you would like us to order and the quantity/amount of the items you need (e.g. 1 notebook, 3 pens) along with your group's name will expedite ordering.
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# Reimbursements (cont.)



nd.qualtrics.com/jfe/form/SV\_bg5DZ3qLJbWr6nz



## Payment Request Form

Welcome to the SAO Payment Request Form! This form is used when needing to submit a payment request for ANY Student Reimbursements, Invoices, or Cash Advances. If you have any questions during the process PLEASE do not hesitate to contact either your Activities Liaison or SAO at [saoclubs@nd.edu](mailto:saoclubs@nd.edu)/574-631-7417.

*(Please Note:* All contracts are currently on an automatic payment schedule. You do not need to request payment for any completed contracts.)

### Please select the name/FOAPAL associated with your group.

(Each group/FOAPAL is listed together on the same line. Please start by typing either your groups name or FOAPAL to bring up a list of best matches.)



For questions or concerns please contact [saoclubs@nd.edu](mailto:saoclubs@nd.edu) or 574-631-7417

# Reimbursements (cont.)



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- **To be reimbursed you will need a pdf or jpeg of your full, itemized receipt** to upload in the online toolkit.
    - iPhone photos do not work because they are “live” images and download as HEIC files not recognizable to PC’s.
  - **IMPORTANT:** if you have any questions concerning expenses being reimbursable, ask **BEFORE** making the purchase.
    - If it is not an approved expense you will **not** be reimbursed.
-

Every reimbursement **MUST** be accompanied by a full, itemized receipt containing **ALL** of the following:

- Date of Purchase
  - Business Name & address
  - Total Dollar amount of purchase
  - Each specific item purchased (aka itemized)
  - Proof of purchase (aka proof that either cash was given or a card was charged as payment)
-

# Receipts

Example  
of a receipt  
that is NOT  
accepted.



No total or proof of purchase



# Receipts

What a receipt  
SHOULD  
include:

Welcome to Chick-fil-A  
Mishawaka Main Street FSU (#01602)  
Mishawaka, IN  
Phone (574) 277-0222  
Operator: Kathy Wonderly  
CUSTOMER COPY  
9/7/2021 6:48:04 PM  
DELIVERY  
Order Number: 7688160

Guest: Samuel [REDACTED]  
Phone [REDACTED]  
Promised Time: 9/7/2021 7:15 PM  
Address:  
155 Debartolo Hall  
Notre Dame, IN 46556

Guest Count: 60

Guest Instructions:  
YES Paper Goods

Online Order Number: 60531

25 CFA Sand	129.75
25 Spcy Sand	139.75
10 CFA Sand	51.90

Sub. Total: \$321.40  
Tax: \$22.50  
Total: \$343.90

Change \$0.00  
Mastercard: \$343.90

Register:7 Tran Seq No: 7688160  
Cashier:Catering Dra  
It was a pleasure serving you!  
Now hiring apply today online!  
[www.zippyapp.com](http://www.zippyapp.com)

Sep 7 2021 6:48 pm

Card Number : \*\*\*\*\*[REDACTED]  
Card Type : MASTER CARD  
Approval : 016159



## **Deposit Instructions:**

**\*Please Note: Deposits are a two-step process!!!** If you fail to do one of the two steps the money will NOT appear in your FOAPAL; it will remain in the University's account.

- ✓ For deposit tickets and/or deposit bags: Please see either Christina or Kim in Room 315.
- ✓ **STEP 1:** Complete the white/yellow slip. The white slip goes with the deposit to 1<sup>st</sup> Source Bank in the basement of LaFortune. The yellow slip is for your group's records. If you have a check(s) it/they MUST be endorsed (aka written) on the back as follows:
  - FOR DEPOSIT ONLY: [GROUPS COMPLETE FOAPAL]
- ✓ **STEP 2:** Locate the deposit ID on the white/yellow slip (this is the first 8 numbers on the bottom left of the slip). Log in to insideND - pull up the Financial Toolkit (make sure you are logged in as yourself) – select 'New' (at the top in the gray bar) – select 'Deposit' (from the drop down) – complete the form.
- ✓ Once both steps have been completed you may take your deposit down to 1<sup>st</sup> Source Bank in the basement of LaFortune.

Student Organization Account Codes		
Account Number	Type	Description
	<b>Deposits/Revenue</b>	
56130	Membership Fees	dues, hall tax
56147	Fines	residence hall fines
58001	Other Sources 1	apparel sales, ticket revenue, donations, all other
58002	Concession Stands	concession stands
71071	Financial Expense	cash box start up cash return
	<b>Expenses</b>	
71171	Advertising	Scholastic, Observer, program books, etc.
71179	Duplicating/Copy	duplicating and copying expenses
71212	Postage	postage
72001	Supplies	Paper, office supplies, costumes, toner, misc. supplies, etc.
72310	Non Capital Other Equipment	Equipment purchases up to \$2499
72450	Entertainment-General	Event costs: honorarium, dj fees, performer travel, hospitality, prizes, etc.
72454	Entertainment-Food	Internal food served: pizza at meetings, banquets, snacks
72455	Flowers	Flowers
72503	Gifts	Thank you gifts, award recognition
72592	Rental Facilities	Rental Facilities
77020	Conference Fees	Travel, conference fees, meals, rooms and lodging

## **Donations:**

All donations MUST be sent to Development – Donor Services, 1100 Grace Hall. This ensures proper acknowledgement for the donor at tax time. This is ONLY if the donor receives nothing in return. Donations can be made directly through <https://giving.nd.edu> via credit card.

# Deposits (cont.)

## Step 1: Deposit Slip

8043  
DEPOSIT TICKET  
FOR CLEAR COPY, PRESS FIRMLY WITH BALL POINT PEN.

GROUP NAME: *Club Name*  
*82344X*

DATE: *9-15-21*

	CURRENCY	COIN	LIST MACH CHECK	DOLLARS	CENTS
1				100	00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

\$ 100.00

71-1212-712

TOTAL ITEMS

PLEASE BE SURE ALL ITEMS  
ARE PROPERLY ENDORSED.  
DEPOSITS MAY NOT BE AVAILABLE  
FOR IMMEDIATE WITHDRAWAL.

PLEASE ENTER TOTAL

100.00

UNIVERSITY OF NOTRE DAME  
STUDENT ACTIVITIES

⑈ 21102601 ⑈ ⑆ 07 21 21 28 ⑆ 1017 651 ⑈ 9 ⑈ 20

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT.

# Deposits (cont.)

## Step 2: Financial Toolkit

ftk.nd.edu/financial\_documents/new/deposit

UNIVERSITY of NOTRE DAME OFFICE of INFORMATION TECHNOLOGIES

### Financial Toolkit

In Process Not Submitted Completed All New Reports

Search

You are signed in as Heather Legault. Sign out

#### New Deposit

**Deposit Information:**

Bank Account

1st Source (deposits  
 Remote Deposit (dep

Deposit Date  
09/02/2021

Business Purpose

Attachments:

Journal Voucher  
Journal Voucher from a File  
Deposit  
Deposit from a File  
Payment - Business  
Payment - Individual

Deposit ID:  Deposit Amount:

Fund	Orgn	Acct	Prog	Actv	Locn	Debit Amount	Credit Amount	Description
999999	58050	11102	99000		98175F	Amount	Amount	Deposit ID
Fund	Orgn	Acct	Prog			Amount	Amount	
Total						\$0.00	\$0.00	Net \$0.00

# Deposits (cont.)

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If the Financial Toolkit is not submitted with the deposit slip the funds **WILL NOT** be deposited into your groups account.

**This is a 2 step process. Without one of the steps, the depositing of funds will NOT occur.**

*ALWAYS* feel free to stop by the bookkeeper's office (314C) if you want assistance with your deposit or have questions.

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# Deposits (cont.)

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After you have submitted your Financial Toolkit take your deposit slip and the cash/check immediately to:



In the basement of LaFortune to avoid loss or theft.

If depositing after hours - please use the overnight deposit bags to place group funds in the overnight box of the bank.

**Note: only the 1st Source in LaFortune can accept these deposits and deposit into your FOAPAL**

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# Donations

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Donations need to be approved through FMB by submitting a donation application shown on the next slide.

*\*Please note that the donation application will migrate to live within the Online Form that is currently housing requests for reimbursements, payment of invoices & cash advances as soon as Fall Break 2021.*

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# Donations (cont.)



**Application for Donations**  
Treasurer's Office - 314C LaFortune Student Center

Do you have an approved SAO360 for the following expense(s)? Yes / No  
SAO360 Request ID \_\_\_\_\_

\*Requests will only be approved with confirmation of a completed SAO360 request. Expenses without an approved SAO360 request prior to the event date will be denied. For questions or concerns, please contact your Activities Liaison or email saoclubs@nd.edu.

TODAY'S DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_

PAY TO \_\_\_\_\_

(Name of Organization)

ADDRESS \_\_\_\_\_

(\*Required)

\_\_\_\_\_  
\_\_\_\_\_

CLUB/ORGANIZATION/HALL \_\_\_\_\_

FOAPAL NUMBER:

82 \_ \_ \_ \_ -59015- 72505 -99000- \_ \_ \_ \_ \_

(Donations)

BUSINESS PURPOSE \_\_\_\_\_

(This must explain who, what, where, when & why.)

\_\_\_\_\_

REQUESTED BY \_\_\_\_\_

(Phone)