

Student Organizations Working Group Lunch

Funding and Paying For Events
September 15, 2022



Topics to be discussed

- Ways to Fund
- How do I Pay for Events?

Membership Dues

A student organization may choose to support its activities by collecting dues from its members. Keep in mind that if you collect dues from members, you will need to offer something beneficial to the paying members. After collecting membership dues, these funds should be submitted to the Student Services Office for deposit into the student organization's Law School account.

Fundraising Events or Sales

A student organization may also try to raise funds by selling items such as T-shirts or other promotional items (*make sure to check the use of **University trademarks** and only order from an **approved vendor** if you are planning to have your logo or any logos connected with Columbia University*), holding events and charging admissions or through other sales or fundraising events. The process of depositing funds are the same as depositing the membership dues.

Outside Fundraising and Student Senate

- This topic will be discussed on 9/22/2022 since this involves my colleagues from the Office of Career Services and The Alumni and Development Office. Please make sure to check your email for next weeks training.
- Student Senate Funding – Justin Onwenu (jo2659@columbia.edu)

How Do I Pay For My Event?

A student may NEVER sign a contract on behalf of student organizations or the University.

To request a payment, please use the [Student Organizations Request Form](#).

A vendor profile must be available in Accounting and Reporting at Columbia (ARC), the University's financial system, in order for a payment to be initiated. Any prerequisites or additional requirements that may apply to suppliers, service providers, and consultants (e.g., contracts, agreements, licenses, and purchase orders) must be fulfilled prior to commencing work or requesting payment.

How Do I Pay For My Event?

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- **Letter of Credit (LOC)**: Only Student Organization Treasurers can obtain a LOC from Student Services. Once obtained, the Treasurer can "hand it off" to another member of your organization to actually conduct the transaction with the vendor. *List of local vendors who accept LOCs and List of Vendors that we have a **master agreement**.*
- **Limited-Use Credit Card (PCard)**: Student Services has access to a limited-use credit card, which we refer to as the PCard. Of particular importance to Student Organizations, the card may be used to pay for books; subscriptions; memberships; conference fees; postage; supplies and materials (not available at Staples); promotional items from approved promotional vendors; and food/meals delivered on campus (strictly delivered and consumed on campus). **Transactions must be under \$2,500.**

How Do I Pay For My Event?

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- **Invoice:** An invoice prepared and submitted by an approved vendor can be paid by the Law School. Please note that Columbia University is a tax-exempt organization. Sales tax should never be included in the amount to be paid. Contact studentorganizations@law.columbia.edu to request a tax-exempt form.
- **Check Request** – Under exceptional circumstances, it may be necessary to request a check for approved vendors as advance payment for goods and services, or in payment to individuals who are non-Columbia University personnel.
- **Student Reimbursement:** This should be considered a last resort. Please be aware that it may take several weeks to process a reimbursement request and the Law School cannot guarantee that it will issue a reimbursement before a student is required to pay for a charge that appears on their credit card statement. The Law School will not reimburse students for any finance charges incurred on a personal credit card.

How Do I Pay For My Event?

A student may NEVER sign a contract on behalf of student organizations or the University.

- **Contracts and Agreements:** Some events require contracts and/or agreements depending on the vendor, the nature of the event, and the number of attendees. If you are unsure about whether or not you will need a contract, contact Student Organizations well in advance of your event.
- **Purchase Orders (PO):** Some events require a purchase order, which must be requested from studentorganizations@law.columbia.edu. The following services require the issuance of a PO prior to commencing work: Graphic Designers, Audio/Video Editors, Software/Licensing, Translators (on-campus), Interpreters (on-campus), Catering (on-campus), Business & Strategic Consultants, and General Research. If you are unsure about whether or not you will need a contract, contact Student Organizations well in advance of your event.

Please review the “Contracts and Agreements” and “Purchase Order” tab under [Student Leader Resources](#) for more information and contact Student Organizations if you have any questions.

DO I NEED A CONTRACT?

Is the event on campus?

YES

NO

Is it self service?

YES

No, you do **not** need a contract

NO, There will be caterers serving - you will need a **PURCHASE ORDER** (obtain from Student Services)

Will there be 29 or MORE attendees?

YES

Will there be food?

YES

YES, you do need a contract, regardless of whether or not there will be alcohol. Also, the receipt **MUST** be itemized with food and alcohol **SEPARATED**.

NO

NO, you do not need a contract, but the receipt must say "ALCOHOL ONLY" - **UNLESS** The restaurant has its own contract that needs signing, **IN WHICH CASE** **YES**, you will need to have a contract signed by the Business Office (Student Services will facilitate)

Will alcohol be served?

YES

NO

Then the **PURCHASE ORDER** will suffice.

NO, you do not need a contract, but the receipt must say "ALCOHOL ONLY", if alcohol is consumed.

The caterers **MUST** have a liquor license and provide a **Certificate of Insurance (COI)**, in addition to the purchase order.

Additional Resources

- Columbia Law School Student Organization Website
- Columbia Law School Student Handbook

Questions?

- Jeffrey Bagares (jb3861) or studentorganizations@law.columbia.edu
- Justin Onwenu (jo2659) Student Senate Treasurer

REMINDER:

Requesting to pay an invoice, use the PCard, review and sign a contract, letters of credit, etc..? **Please fill out the Student organization form.**