



Columbia
Law School

Student Organizations Spring 2023

Thursday, January 19, 2023

12:15 – 1:00 PM ET

Big Warren 309

The information presented herein is subject to change and Columbia Law School reserves the right to amend or supplement the information published in this document at any time.



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Spring 2023 – Event Planning

- As of today, all Spring 2023 events will run normal exactly the same as in the [Fall 2022](#).
- Lunch hour is from 12:10 – 1:10 p.m. ET
- Always check the Student Affairs, Student Organization and Law Calendars when planning an event. Once selected, always add your event on the Student Organizations calendar.

Questions? studentorganizations@law.Columbia.edu

Spring 2023 – Event Planning

To request a payment, letters of credit, reimbursement, P-card use, contract signature, 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, services providers, and consultants (e.g., contracts, agreements, licenses, and purchase orders) must be fulfilled prior to commencing or requesting payment.

Students may NEVER sign a contract on behalf of student organizations/journals.

Questions? studentorganizations@law.Columbia.edu

Spring 2023 – Payments

- **Letter of Credit (LOC)** – Only treasurers can obtain an LOC from Student Services, Once obtained, the Treasurer can “hand it off” to another member of your organization to actually conduct the transactin with the vendor. List of local vendors who accepts LOCs and have a master agreement with the University can be found [HERE](#).
- **Limited use Credit Card (Pcard)** – Student Services has access to a limited-use credit card. This card may be used to pay for books, subscriptions, memberships, conference fees, postage, supplies and materials, promotional items from an [approved vendor](#) and food/meals delivered on campus and strictly consumed on campus. **All transactions must be under \$2,500.00**

Questions? studentorganizations@law.Columbia.edu

Spring 2023 – Payments

- **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 from most states. 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 and advanced 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.

Questions? studentorganizations@law.Columbia.edu

Spring 2023 – Payments

- **Invoice** - 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 studentorganizations@law.columbia.edu well in advance of your event.
- **Purchase Orders (PO)** – Some events require a PO, 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/VideoEditors, Software/Licensing, Translators (on-campus), Interpreters (on-campus), Catering (on-Campus), Business & Strategic Consultants, Promotional Items more than \$2,500.00, and General Research. If you are unsure about whether or not you will need a PO, contact studentorganizations@law.columbia.edu.

Questions? studentorganizations@law.Columbia.edu

DO I NEED A CONTRACT?

Is the event on campus?

YES

NO

Is it self service?

YES

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

Will there be 29 or MORE attendees?

YES

NO

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

Will there be food?

YES

NO

Will alcohol be served?

YES

NO

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, 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)

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.

Then the **PURCHASE ORDER** will suffice.

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Spring 2023 – Campus Groups

CLSConnect will help facilitate student organization transitions, centralize various processes, and increase engagement in the Columbia Law School Community.

CampusGroups give your organization a platform to manage all your student group events, communications, forms, documents in one place. You can create, promote and have a registration on CampusGroups as well.

Questions? studentorganizations@law.Columbia.edu

Spring 2023 – Calendar

In an effort to avoid conflicting programs/events, please check the following calendars well in advance of the event:

- Law Calendar
- Student Organizations Calendar – All student organizations events MUST be added to this calendar
 - Student Affairs Calendar
 - Dates when room reservations are limited

Questions? studentorganizations@law.Columbia.edu

Spring 2023 – Transition

- All Student organizations must have elected/chosen their new board members Fall 2023 – Spring 2024 by **Thursday March 23, 2023**.
- Send the list of your new board members to studentorganizations@law.columbia.edu
- Transition memo, internal ledger, directory, usernames and passwords, etc

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