

Managing Your Club's Budget

A STEP-BY-STEP GUIDE FOR ALL STUDENT ORGANIZATIONS
FUNDED BY THE
UNIVERSITY AT BUFFALO
GRADUATE STUDENT ASSOCIATION INC.

Prepared by:
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Graduate Student Association

PLEASE NOTE: All meetings, activities and events must be pre-approved by the University by submitting an event request through [UBLinked](#).

Please reference the “UBLinked Event Submission Instructions” available on the [GSA website](#) for detailed instructions on how to submit an event request. Event requests may take up to two weeks to approve, so please plan accordingly!

Events that will be held on campus and involve food that is not being purchased from an on-campus vendor will also require a food permit. Food permit requests must be submitted to the Office of Environmental Health and Safety [online](#). Food permits cannot be applied for until you have an approved event request. You will be required to attach your reservation confirmation, or an email from your Department verifying that you have access to a non-centrally booked on-campus space as part of your food permit application. Food permit requests must be submitted at least two weeks prior to the event date, so again, please plan accordingly!

GSA will not be able to process any requisition requests for expenses related to events that have not received all of the proper prior approvals from the University. If you do not have an event approval, an approved food permit (if necessary), and a GSA approved Purchase Order (PO) by your planned event date then the event will either need to be postponed or GSA will not fund any expenses related to the event!

Event Approval Process Flow Chart

Submit UBLinked Event for Approval (*We suggest you do this at least 4-6 weeks before your planned event date*)



Submit Food Permit Application for Approval (if necessary) (Submit no later than 2 weeks prior to your planned event)



Submit Requisition Request Form(s) to GSA and email club meeting minutes approving the expense(s) to the GSA staff (Submit at least 10 days before your event/purchase)



Once the requisition(s) has been approved, Purchase Order(s) will be generated by the fiscal agent and GSA will send a Requisition Approval Notification email to the club President and Treasurer. Purchases can now be made. Be sure to request any required tax-exempt forms before making any purchases. New York State sales tax is not fundable.

How to Make Purchases

Step 1: Find out about your account

- Stop by the GSA office at 310 Student Union and ask about your account balance. Stephanie George or Diane Staly are available Monday through Friday from 8:30am - 4:30pm (closed for lunch daily from 1:00 – 2:00pm). You may also e-mail either one at slfrank@buffalo.edu or dstaly@buffalo.edu, or call the GSA office at 645-2960.

Step 2: Fill out the online Requisition Request Form and email your club's minutes approving the expense(s) to the GSA office staff

(screenshots attached below)

<https://myubcard.com/students/requisition>

The Requisition Request Form is used to request funds from your budget to be set aside for purchases. Requests **MUST be made 10 days prior to the purchase.** Any request submitted after this point may not be approved!

In the form you must include:

- 1) Graduate Student Association Inc. selected as the name of the Student Government or Organization
- 2) Your club name and account number (**Please just fill in “x’s” or “0’s” for the account number and GSA will fill out this information**)
- 3) Name and Email Address of the club officer requesting funding (must be either the club President or Treasurer)
- 4) Name of the vendor (the person or the company you are paying/reimbursing) and their address including city, state, and zip code. If using a campus address, please include the Department in Address Line 2. To reimburse an individual for expenses paid out of pocket, list the person’s full name and address in the Vendor Information sections so the check is made payable to that person. Requests without a complete vendor address may be delayed.
- 5) A short, but complete description of the event and/or expense details including the date, location, estimated number of attendees for the event, what the event will be and/or what goods or services will be purchased. No events may be held at a personal residence. Any costs associated with an event found to be held at a personal residence will not be reimbursed.
- 6) A reasonable estimate of the cost, whether this is a fundraising expense, and whether or not the check will be an advance, and whether alcohol will be served.
- 7) Indicate whether or not there will be alcohol served at the event. Please review the [GSA’s Alcohol Policy](#) for more information on regulations.

Contact Information

Name of Student Government or Organization *

If your club falls under Undergraduate Student Association, please visit their SAFE application.

Club Name, Activity or MDRF Grant Number *

Account Number *

General Ledger Number Only - do not submit bank account numbers

Name of Individual Completing this Form *

Email *

Enter UBITName

Vendor Information

Vendor Name *

Vendor Address *

Event Information

Date of Event

Event Location *

Estimated Number of Attendees *

Description of Event *

Expense Details

Description of Goods or Services *

of units, product descriptions, etc.

Estimated Total Cost *

Is this a fundraising expense? *

- Yes
 No

Is this purchase an advance? Advance checks must be picked up at FSA. *

- Yes
 No

Will there be alcohol at the event? *

- Yes
 No

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

I'm not a robot



SUBMIT

Frequently Used Vendors that will Directly Bill GSA

- Wegman's (cards can be signed out at either GSA office)
- Franco's, Besta, or Zetti's Pizzerias
- Staples or Eaton Office Supply (GSA will place the order)
- University Bookstore
- Three Pillars Catering or any Campus Dining and Shops (CDS) organization
- The UPS Store (UB Commons)
- Any vendor that is willing to accept a PO and invoice GSA for goods or services

Step 3: Wait for Requisition Approval

After you have submitted the requisition request form, the GSA Treasurer and another GSA Officer will approve it and send it to the Office of Student Engagement for administrative approval. Upon approval, the fiscal agent will generate a purchase order. The purchase order (PO) will be delivered back to GSA at which time you will receive an email notifying you that the requisition has been approved, who it was approved for, and the amount. The PO will be held in the GSA office until all the necessary paperwork has been submitted for reimbursement.

Please note:

- 1) **You must always submit the original, itemized receipt, invoice, and/or contract.** There will be no photocopies, faxes or generic, non-vendor-specific receipts accepted. It is your responsibility to obtain an adequate receipt, invoice or contract. Receipts that are not itemized are not acceptable. For example, the credit card slip that you sign at a restaurant is not an itemized receipt. You must submit the itemized cash register receipt along with the credit card slip. If the vendor does not give you an itemized receipt, you are responsible to ask for one.
- 2) **If you purchase anything with a credit card, you will also be asked to show proof that you are the person to be reimbursed.**
You must submit a credit card or bank statement showing your name listed as the account holder and including the posted purchase transaction.
- 3) **If you purchase with a check, you will need to submit a copy of the cancelled check.**
- 4) **You must always submit documentation from your club's event.** The Office of Student Engagement requires that all purchase orders include proof that the purchase is being made for a club event. Therefore, meeting minutes approving the expenditure (see "Sample Minutes" attached for required format), **AND** a flyer or poster that you hang for the event, a copy of the listserv e-mail sent to club members about the event, or any other reasonable proof of announcement of the event must be included before a check can be cut. You must do this for every purchase order. It is not the GSA staff's responsibility to go back to previously paid purchase orders to find the documentation.
- 5) **You must always sign the receiving report after you have received the goods or services.**

S A M P L E

Minutes of
Club Name
Date

- I. Call to order: The meeting was called to order by (Presiding Club Officer's name) at 3:00pm.
- II. Attendance: (List names of all members that were present, make sure to separate guests from members. Example: Members: John Smith, George Taylor. Guests: Dr. William Turner, Andrew Johnson)
- III. Approval of Minutes – A motion was made by (Member's name) to approve the minutes of the July 1, 2021 meeting. Motion seconded by (Member's name). The motion passed 13-5-1 (in favor-opposed-abstained).
- IV. Old Business:

[List any business that was left over from the previous meeting and any decisions or motions made to those items.]
- V. New Business:
 1. Holiday Party – The Club approved the spending of \$(amount).
Motion: (Member's name) moves that we spend \$(amount) for supplies for the party. Motion is seconded by (Member's name).
Vote: 8 in favor; 3 opposed; the motion carries.
 2. A motion was made by (Member's name) to requisition \$(amount) for refreshments for the next GSA meeting scheduled for August 1, 2021. Motion was seconded by (Member's name).
Vote: 10 in favor; 1 opposed; the motion carries.
 3. The club approved conference funding for the following students (amount for presenters and amount for attendees.)

[List the names of students, the specific amount of funding approved, and the name and dates of the conference.]

Motion: (Member's name). Motion was seconded by (Member's name).
Vote: Unanimously in favor; the motion carries.
- VI. Adjournment at 4:00pm.

Respectfully submitted,

(Officer's signature)

(Print name)



GRADUATE STUDENT ASSOCIATION

PURCHASE ORDER

P.O. NUMBER: GS-PO003482
GSA Requisition-GS-RQN003492

Send invoices to:

University at Buffalo Graduate Student Association, Inc.
310 Student Union
Buffalo, NY 14260
Email: gsa-feedback@buffalo.edu

PAY TO:

WEGMANS FOOD MARKETS INC
PO BOX 6818
CAROL STREAM, IL 60197-6818

RETURN TO:

WEGMANS FOOD MARKETS INC
PO BOX 6818
CAROL STREAM, IL 60197-6818

PURCHASE TYPE: Standard Purchase

MESSAGE
Payment for the purchase of coffee, snacks and supplies for graduate student lounge

P.O. DATE	REQUISITIONER	VENDOR ID	TERMS	DUE DATE
06/06/2024	helenema	Wegmans Food Markets	Net 30	07/06/2024

ITEM	NAME	DESCRIPTION	QTY	UNIT PRICE	TOTAL
130-4738-7600	Linguistics-Activity Expense	Linguistics - Activity Expense	1	424.00	\$424.00
				Subtotal	\$424.00
				Total	\$424.00

SAMPLE

RECEIVING REPORT: {Check off EITHER item 1, 2 or 3, whichever is applicable; sign and date below to certify receipt of goods, services or reimbursement}

- 1. PURCHASE OF GOODS: I certify that this order was received. OR
- 2. PURCHASE OF SERVICES: I certify that services have been rendered. OR
- 3. REIMBURSEMENT: I certify that I am receiving a reimbursement for purchase made related to my participation in my organizations activities. {Receiving Report not required for prepayments (maintenance agreements, insurance premiums, magazine subscr., etc.), grants or co-sponsorships to outside parties}

RECEIVED BY _____ RECEIVED ON ____/____/____

THE APPROVAL BY COLLEGE OFFICIALS INDICATES ONLY THAT THE PURPOSE OF THE FISCAL COMMITMENT IS IN COMPLIANCE WITH THE PROVISIONS OF THE TRUSTEES' POLICY GOVERNING STUDENT ACTIVITY FEES, AND THAT THE COMMITMENT DOES NOT CONSTITUTE A FISCAL OBLIGATION OF THE STATE OF NY

Step 4: Is any additional paperwork necessary?

Depending on the situation, there are other forms that may be required to accompany your reimbursement paperwork. These may include a tax form, a General Services Contract, a Co-sponsorship agreement, or a Charitable Contribution Form. Examples of each of these appear on the following pages.

- 1) **General Services Contracts** are required when GSA will be paying a vendor directly for a service or rental. This contract then serves as the invoice for the service to be provided. It will list what services are expected and what the price for these services will be. Examples of cases where a contract may be required include whenever an acceptable receipt or invoice can not be provided by the vendor directly, when paying a band for playing at a party, paying a restaurant for catering an event, etc. If you are unsure whether or not a contract will be needed, please ask ahead of time!
- 2) **Speaker Service Agreements** are required when your club will be paying an honorarium to a speaker from outside the University at Buffalo. University policy prevents any club from paying speakers that come from within the University.
- 3) **Co-sponsorship Agreements** are required when your club is giving money to clubs from another student government, a department or other organization to help pay for an event. This form commits both parties to a predetermined, specific amount and serves as a contract between the two.
- 4) **Charitable Contribution agreements** are required when your club is receiving money from clubs from another student government, a department, or other organization as a contribution. This form commits both parties to a predetermined, specific amount and serves as a contract between the two. Monetary donations may be made to GSA clubs. The check must be made payable to the University at Buffalo Graduate Student Association Inc., not to your GSA club.

Charitable contributions from GSA clubs to outside vendors or organizations cannot be made under any circumstances.

The GSA treasurer (NOT your club treasurer) and the payee must sign any contracts and/or agreements before a check can be cut.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
				-			-			
or										
Employer identification number										
				-						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Form **W-8BEN**

Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)

(Rev. February 2014)

OMB No. 1545-1621

Department of the Treasury
Internal Revenue Service

▶ For use by individuals. Entities must use Form W-8BEN-E.
▶ Information about Form W-8BEN and its separate instructions is at www.irs.gov/formw8ben.
▶ Give this form to the withholding agent or payer. Do not send to the IRS.

Do NOT use this form if:

Instead, use Form:

- You are NOT an individual W-8BEN-E
- You are a U.S. citizen or other U.S. person, including a resident alien individual W-9
- You are a beneficial owner claiming that income is effectively connected with the conduct of trade or business within the U.S. (other than personal services) W-8ECI
- You are a beneficial owner who is receiving compensation for personal services performed in the United States 8233 or W-4
- A person acting as an intermediary W-8IMY

Part I Identification of Beneficial Owner (see instructions)

1 Name of individual who is the beneficial owner		2 Country of citizenship	
3 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address.			
City or town, state or province. Include postal code where appropriate.		Country	
4 Mailing address (if different from above)			
City or town, state or province. Include postal code where appropriate.		Country	
5 U.S. taxpayer identification number (SSN or ITIN), if required (see instructions)		6 Foreign tax identifying number (see instructions)	
7 Reference number(s) (see instructions)		8 Date of birth (MM-DD-YYYY) (see instructions)	

Part II Claim of Tax Treaty Benefits (for chapter 3 purposes only) (see instructions)

9 I certify that the beneficial owner is a resident of _____ within the meaning of the income tax treaty between the United States and that country.

10 Special rates and conditions (if applicable—see instructions): The beneficial owner is claiming the provisions of Article _____ of the treaty identified on line 9 above to claim a _____ % rate of withholding on (specify type of income): _____

Explain the reasons the beneficial owner meets the terms of the treaty article: _____

Part III Certification

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

- I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income to which this form relates or am using this form to document myself as an individual that is an owner or account holder of a foreign financial institution,
- The person named on line 1 of this form is not a U.S. person,
- The income to which this form relates is:
 - (a) not effectively connected with the conduct of a trade or business in the United States,
 - (b) effectively connected but is not subject to tax under an applicable income tax treaty, or
 - (c) the partner's share of a partnership's effectively connected income,
- The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country, and
- For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner. **I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.**

Sign Here

 Signature of beneficial owner (or individual authorized to sign for beneficial owner) Date (MM-DD-YYYY)

 Print name of signer Capacity in which acting (if form is not signed by beneficial owner)



UNIVERSITY AT BUFFALO GRADUATE STUDENT ASSOCIATION INC.

310 Student Union, Box 602100, Buffalo, NY 14260-2100
(716) 645-2960, Fax: (716) 645-7333, <https://ubwp.buffalo.edu/gsa>

GENERAL SERVICES CONTRACT

THIS AGREEMENT made and entered into this _____ day of _____ 2_____, by and between the GRADUATE STUDENT ASSOCIATION of UB/_____ and _____ for and in good and valuable consideration of the sum of \$_____ to be paid to _____ immediately following the satisfactory service herein described:

SERVICE: _____

PURPOSE OR NATURE OF CONTRACT: _____

DATE OF SERVICE: _____ / _____ / _____ TIME: _____

LOCATION OF SERVICE/PERFORMANCE: _____

NAME OF SERVICE PROVIDER:

(PLEASE PRINT)

(PERMANENT ADDRESS) (CITY) (STATE) (ZIP)

HOME PHONE: _____ BUSINESS PHONE: _____

It is understood that if for any reason GRADUATE STUDENT ASSOCIATION cancels or postpones said service, this agreement shall be deemed cancelled and terminated without further obligation or liability by either party. This agreement constitutes the whole agreement between the parties and any amendments thereto must be made in writing and executed by both parties. It is also stipulated that the person named below, who is signing this contract on behalf of him/herself, and/or the respective members of the performing act engaged by this contract is/are self-employed or employees of another employer. Therefore, this agreement does not constitute and employer/employee relationship between these two parties.

SIGNATURE OF PERSON/REPRESENTATIVE RECEIVING PAYMENT DATE

DO NOT WRITE BELOW THIS LINE- OFFICE USE ONLY

GRADUATE STUDENT ASSOCIATION OFFICER DATE



UNIVERSITY AT BUFFALO GRADUATE STUDENT ASSOCIATION INC.

310 Student Union, Box 602100, Buffalo, NY 14260-2100
(716) 645-2960, Fax: (716) 645-7333, <https://ubwp.buffalo.edu/gsa>

SPEAKER SERVICE AGREEMENT

PAY TO: _____
NAME

HOME ADDRESS (CHECK MUST BE SENT TO PAYEE'S HOME ADDRESS)

DESCRIPTION OF SERVICES PERFORMED

DATES OF SERVICE

- | | |
|--|----------|
| 1. HONORARIUM AMOUNT: | \$ _____ |
| 2. ADDITIONAL EXPENSES (IF APPLICABLE- PLEASE NOTE IF THE FOLLOWING ITEMS ARE INCLUDED ON THE CONTRACT, THEY WILL BE CONSIDERED TAXABLE INCOME): | |
| a. Transportation: (\$._____/mile x _____ miles) | \$ _____ |
| b. Lodging (Amount/Day _____ x Days _____) | \$ _____ |
| c. Meals | \$ _____ |
| d. Other (attach explanation) | \$ _____ |
| TOTAL ADDITIONAL EXPENSES | \$ _____ |
| TOTAL REIMBURSEMENT CLAIMED (HONORARIUM + ADDITIONAL EXPENSES) | \$ _____ |

It is understood that if for any reason GRADUATE STUDENT ASSOCIATION cancels or postpones said event, this agreement shall be deemed cancelled and terminated without further obligation or liability by either party.

This agreement constitutes the whole agreement between the parties and any amendments thereto must be made in writing and executed by both parties. It is also stipulated that the person named below, who is signing this contract on behalf of him/herself, and/or the respective member(s) of the act engaged by this contract is/are self-employed or employees of another employer. Therefore, this agreement does not constitute an employer/employee relationship between these two parties.

SIGNATURE OF SPEAKER _____ DATE _____

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

GRADUATE STUDENT ASSOCIATION OFFICER _____ DATE _____



UNIVERSITY AT BUFFALO GRADUATE STUDENT ASSOCIATION INC.

310 Student Union, Box 602100, Buffalo, NY 14260-2100
(716) 645-2960, Fax: (716) 645-7333, <https://ubwp.buffalo.edu/gsa>

CO-SPONSORSHIP AGREEMENT

THIS AGREEMENT, made and entered into this _____ day
of _____, 20_____, by and between the Graduate Student Association
and _____ for, and in good and valuable consideration of, the sum of
\$ _____, to be paid to _____, by check,
under the terms and conditions as herein set forth:

1. GSA, the co-sponsorship grantor, is responsible only for the amount of this co-sponsorship grant. All other expenses, liabilities, and other obligations, either financial or legal, shall be incurred and satisfied by _____, the co-sponsorship grant recipient.
2. The grant provided by the GSA is to be restricted solely for the funding of _____.
3. GSA will fund the grant in the amount of \$ _____.
4. GSA will issue a check for the amount of the grant to the recipient upon receipt of this signed copy Agreement.

This agreement constitutes the entire agreement between the parties and any amendments thereto must be made in writing and executed by both parties.

IN WITNESS WHEREOF, we have unto set out hands and seals this _____ day of _____
_____, 20_____.

_____ By: _____

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

GSA OFFICER

DATE

University at Buffalo Graduate Student Association, Inc.

CHARITABLE CONTRIBUTION AGREEMENT

I (we) agree to make an unrestricted contribution of \$_____ to the University at Buffalo Graduate Student Association, Inc., (the Student Organization).

While this is an unrestricted contribution, the suggested manner of use for this contribution is:

(Indicate name of student club or event if applicable)

The terms and conditions herein set forth are:

1. Contributions made to the Student Organization are **tax-deductible** for the Contributor.
2. While the Student Organization plans to use this contribution in the manner suggested, the Student Organization retains unilateral authority to redirect the use of this contribution to other related purposes, if necessary.
3. I (we) understand that, if the contribution is \$250 or more, the Student Organization will send an acknowledgment of the contribution upon receipt of the enclosed check and this agreement. For contributions less than \$250, the cancelled check or statement will serve as acknowledgment of the contribution.
4. The Contributor should retain a copy of this agreement as a receipt of the transaction.

Name (please print) _____

Signature _____ Date _____

Company (if applicable) _____

Address _____

City _____, State _____, Zip Code _____

If the charitable contribution is made by check:

Please make your check payable to:

*University at Buffalo
Graduate Student Association, Inc.*

Please indicate in the memo section of the check:

The name of the event or Club, if applicable.

Please return this agreement with your check to:

*University at Buffalo
Graduate Student Association, Inc.
310 Student Union
University at Buffalo
Buffalo, NY 14260*

Step 5: What to do once you are authorized

- 1) **Get a tax exemption form.** Before you make a purchase that you want to be reimbursed for, please get a tax exemption form from the GSA office staff. You will need to have a requisition or PO number in order to request this document. You will not be reimbursed for NYS sales tax you pay for any purchases. An example of a tax exemption form is shown on the following page. Deposits are also not reimbursable. For example, bottle deposits paid for soda purchases cannot be reimbursed as these costs are typically refundable.

- 2) Make the purchase or proceed with the event.
 - a) Complete all paperwork and keep copies for yourself
 - (1) Get the original, itemized receipt, invoice or contract.
 - (2) Get credit card receipts and proof of payment documentation, or the cancelled check.
 - (3) Attach event advertisement documentation and club minutes with receipts and return to GSA at 310 Student Union.
 - (4) Sign and date the receiving report on the PO.

****PLEASE ask questions before you make a purchase if you are unsure about anything!**

What to do if you are denied:

Make an appointment with the GSA Treasurer. Bring any additional information requested by the Treasurer. If your requisition request has been rejected, you may not use your club funds to purchase items and you will not be reimbursed for any purchases you make.



New York State and Local Sales and Use Tax Exempt Organization Exempt Purchase Certificate

ST-119.1

(10/11)

Single purchase certificate

Blanket certificate

Your exempt organization number is **not your federal employer identification number** (see instructions).

Exempt organization number (6-digit number issued by the New York State Tax Department)

EX - [] [] [] [] [] []

Name of seller			Name of exempt organization/purchaser		
Street address			Street address		
City	State	ZIP code	City	State	ZIP code

The exempt organization **must be the direct purchaser and payer of record.**

You may **not** use this form to purchase motor fuel or diesel motor fuel exempt from tax.

Representatives of governmental agencies or diplomatic missions may **not** use this form.

Carefully read the instructions and other information on the back of this document.

I certify that the organization named above holds a valid Form ST-119, *Exempt Organization Certificate*, and is exempt from New York State and local sales and use taxes on its purchases.

Certification: I certify that the above statements are true, complete, and correct, and that no material information has been omitted. I make these statements and issue this exemption certificate with the knowledge that this document provides evidence that state and local sales or use taxes do not apply to a transaction or transactions for which I tendered this document and that willfully issuing this document with the intent to evade any such tax may constitute a felony or other crime under New York State Law, punishable by a substantial fine and a possible jail sentence. I understand that this document is required to be filed with, and delivered to the vendor as agent for the Tax Department for the purposes of section 1838 of the Tax Law and is deemed a document required to be filed with the Tax Department for the purpose of prosecution of offenses. I also understand that the Tax Department is authorized to investigate the validity of tax exclusions or exemptions claimed and the accuracy of any information entered on this document.

Print or type name of officer of organization	Title
Signature of officer of organization	Date issued

Need help?



Visit our Web site at **www.tax.ny.gov**

- get information and manage your taxes online
- check for new online services and features



Telephone assistance

Sales Tax Information Center: (518) 485-2889
To order forms and publications: (518) 457-5431



Text Telephone (TTY) Hotline (for persons with hearing and speech disabilities using a TTY): If you have access to a TTY, contact us at (518) 485-5082. If you do not own a TTY, check with independent living centers or community action programs to find out where machines are available for public use.



Persons with disabilities: In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms, and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, call the information center.

How to hold a sale or make a deposit:

- 1) All money collection must be handled through the **UB Ticket Office**. **Any time your club collects money, you MUST use the UB Ticket Office!** This includes ticket sales and the sale of merchandise.
 - a) You must contact the UB Ticket Office at least 7 days before the anticipated event or sale is to start. Ticket Office personnel will provide you with the appropriate documentation to set up the event/sale. Forms require two signatures from the GSA office for verification purposes before they will be accepted by the Ticket Office.
 - b) The UB Ticket Office is located at 221 Student Union (645-8856). Sales can be handled online at www.ubstudenttickets.com or in person at the office. Cash is no longer accepted at the UB Ticket Office. After the sale has closed, all money will be deposited with the fiscal agent and a budget adjustment will be processed to increase your club's budget accordingly.

Ticket Office Guidelines

The Ticket Office shall serve as a point of contact for ticket and merchandise sales for Governments and Organizations that are party to the University Tickets Contract

I. General

a. Setting up an event

- i. The Event Data Form must be completed, signed by your government E-Board, and handed in to the ticket office no less than seven (7) days before the start of the sale to ensure all of the details of the sale are correct prior to the start of the sale.
- ii. Event Data Forms can be:
 1. Picked up from the Ticket Office or From Student Government Office
 2. Requested through the Student Unions UB Linked page
 3. For Student Association Organizations: Student Association Website
- iii. Once the event is created, the link to the sale will be emailed to the representative on the Event Data Form.
- iv. Any changes to the details of an event/sale must be provided in writing by the representative or government E-Board member, with E-Board signatures.

b. Closing out an event

- i. Event Performance Reports will be generated and sent to FSA and Student Government Treasurers the Friday of the week following the close of the event. This is to ensure that the funds are transferred to the correct account in a timely manner.

c. Other Provisions

- i. If there is a complimentary ticket list for the event, it must be clearly written or typed and given to the Ticket Office Management Team prior to the sale. Any changes to this list must be approved and signed by the Student Government.
- ii. If any event is cancelled, the Ticket Office must be notified two (2) business days prior to the event.
- iii. The Ticket Office does not provide ticket stock for your event. If there are physical tickets to an event, they must be supplied by the organization.
- iv. If there is to be a redistribution of unclaimed physical tickets, a meeting including the Ticket Office and the appropriate government E-Board members/administrators must occur at least one week prior to the re-distribution.
- v. Student Organizations may choose to use the UTIX Hardware to scan tickets without a ticket office agent present. These scanners may be picked up the business day prior to the event and are to be returned the next business day after the event. An equipment loan form shall be filled out by the representative responsible for the hardware.
- vi. All refunding shall occur utilizing the software
- vii. Refunds shall be approved by the government or organization and coordinated through the Ticket Office if it occurs prior to the end of the sale.
- viii. Merchandise will be refunded and resold or returned to the respective government
- ix. Resale of a refunded item may occur for the purpose of replenishing the loss from the refund. Such sale must follow the original sales parameters

II. Tickets may be sold:

a. At the Ticket Office at 221 Student Union

- i. Payment options:
 1. Check
 2. Visa, MasterCard, Discover Credit/Debit cards

- b. On Campus (North, South, or Downtown Campus)
 - i. The Ticket Office will supply a Ticket Office Agent for on-site sales if the Ticket Office is notified of an on-site sale at least seven (7) days prior to the event date.
 - ii. Events scheduled without proper notice (7 days) will not be guaranteed staff.
 - iii. Events outside of normal business hours
 - 1. Will have an hourly student staff rate
 - iv. Payment options:
 - 1. Visa, MasterCard, Discover Credit/Debit cards
- c. Online
 - i. This allows your organization to sell tickets or merchandise over the Internet.
 - ii. Your event will appear on the Ticket Office website at the start of the sale.
 - iii. Payment Options:
 - 1. Visa, MasterCard, Discover Credit/Debit cards
 - 2. Customers will receive a confirmation email that will serve as the receipt.
- d. Off Campus
 - i. The Ticket Office will supply a Ticket Office Agent for on-site sales if the Ticket Office is notified of an on-site sale at least seven (7) business days prior to the event date.
 - ii. Events scheduled without proper notice (7 days) will not be guaranteed staff.
 - iii. Any off-campus event that is staffed by the Ticket Office is subject to the following:
 - 1. Hourly rate based on the staff's current wage
 - 2. Transportation costs for staff to and from the event, including, but not limited to, Uber, Lyft, or mileage reimbursement
 - 3. This is to be billed to the Student Government
 - iv. Organizations will meet the Ticket Office Agent at the event site at the scheduled time, and will maintain contact with the Ticket Office Agent throughout the sales period of the event
 - v. An event representative will be present with the Ticket Office Agents for the duration of the event/sale to:
 - 1. Monitor the line to help ensure the safe timely admittance of patrons
 - 2. Assist in answering questions about the event, club, or organization

III. Merchandise

- a. Setting up a merchandise sale
 - i. The Merchandise Data Form must be completed, signed by your government, and handed in to the Ticket Office no less than seven (7) days prior to the start of the sale.
- b. Options for selling merchandise
 - i. Pre-sale – funds are collected prior to the order being placed
 - 1. After the order arrives, the Ticket Office will count the merchandise against the order to check for accuracy
 - 2. Once the count has been verified, the merchandise may be distributed
 - ii. Post-sale – funds are collected after the order has been placed
 - 1. Before the sale goes live, the Ticket Office shall count the merchandise so that the correct number of items is made available
- c. Return of unclaimed merchandise to your student government 2 weeks after end of sale or end of semester.