Pay an Invoice

Select this option if your club/organization obtained an invoice from a vendor.

This document has the following information:

Key Words:

- Payee

The individual/student organization/vendor/service provider that ASU will be paying

  If 'Process a Reimbursement', this is the ASU student/affiliate or club/organization who already made payment and is seeking to be reimbursed for the expense.

  If 'Pay an Invoice' or 'Pay by PCard', this the vendor or service provider that the purchase will be made from.

- Requestor

The individual who submits the purchase request

- Vendor

The individual or company your club is purchasing from

Apparel

All apparel purchases must be from an approved apparel vendor

BC GRAPHICS INC
Contact: Barry Hoffman or Amanda Moffatt
Tel: 480.831.1544
210 W. Vaughn Street, Tempe, AZ 85283

ANTON SPORT, INC.
or designashirt.com
Contact: Sarah Riggins or John Anton
Tel: 480.731.3144
905 N. Scottsdale Road, Tempe, AZ 85281

PINNACLE PRINTS + EMBROIDERY
Contact: Tim Dwyer or Ashaell Sirrine or Laura Burdett
Tel: 480.443.8433
8220 E. Gelding Dr., Scottsdale, AZ 85260

Printing ASU Logos

- If a club/organization desires to print any of the ASU logos on their apparel, they are required to get it approved by the ASU Trademark and Licensing department.

- https://cfo.asu.edu/student-organizations

Best Practices Method

1. Contact an approved apparel vendor and place order

2. Let the vendor know that ASU USG will be paying for it

3. The vendor will give your club an Order Approval or an Invoice

4. Create a purchase request in SunDevilSync

   o Upload the Order Approval or Invoice

5. The USG Business Office will contact the vendor directly to let them know that your club has the funds to pay for the invoice

6. Finish your order with the vendor (designs, details, etc.)

   o Please reach out to the vendor directly to confirm their side of the process

7. The vendor will email the USG Business Office a Final Invoice

8. The USG Business Office will process payment using the Final Invoice

9. The USG Business Office will 'Approve' your purchase request

Service Provider

It is University policy to have ASU pay a service provider directly

- Reimbursement to a club or individual, who has already paid a service provider, is forbidden.

Examples of service providers

- DJs

- Performers

- Entertainers

- Keynote Speakers

ASU's Financial Management System

- All service providers must be registered in ASU's Financial Management System.

- Payment cannot be made to the vendor if they are not registered.

- Please contact the USG Business Office if you want to know if a supplier is already added to our payment system.

Service Fee

- Inform the service provider that USG Tempe does not pay for transportation, parking, and/or accommodation expenses.

Be in contact with the USG Business Office well in advance of your event so that your vendor can be paid promptly for their rendered services.

Best Practices Method: BEFORE YOUR EVENT

1. Obtain invoice from service provider

   o Must be billed to 'ASU'

   o Must have one line for their service fee with the total amount

   o Must show their contact information such as email and mailing address

   o Must show who the check should be paid to (company name/speaker name)

2. Send Speaker-Artist-Performer (SAP) Agreement to service provider to complete and sign

   o The form can be found at https://ogc.asu.edu/forms/speaker-artist-agrmt

   o The USG Business Office will get the needed signatures for the "on behalf of ASU" part

3. Obtain service provider's SAP Agreement and proof of insurance (as indicated in section 9 on the SAP Agreement) or indicate waiver of insurance needed

4. Submit a purchase request 3 weeks before your event with the documents received

5. Payment will be processed the day after your event

6. The USG Business Office will 'Approve' your purchase request

One-time exception method: AFTER YOUR EVENT

1. Obtain invoice from service provider

    o Must be billed to 'ASU'

    o Must have one line for their service fee with the total amount

    o Must show their contact information such as email and mailing address

    o Must show who the check should be paid to (company name/speaker name)

2. Fill out the Pay-without-Speaker-Artist-Performer

    o The form can be found at https://www.asu.edu/fs/forms/Pay-without-speaker-artist-performer.pdf

    o View the 'Guide to completing a Pay WO SAP'. Leave page 2 blank.

3. Send completed Pay WO SAP form to service provider to sign

4. Submit a purchase request after your event

5. Payment will be processed as soon as possible.

6. The USG Business Office will 'Approve' your purchase request.

Gift Cards

Gift cards can only be purchased from

Aramark (M&G gift cards)   ASU Bookstore   Dominos

Participation Incentive Award Transaction Log

- This log needs to be signed and completed by each recipient of a gift card

Best Practices Method

1. Figure out how many cards your club wants to order and the amount of each card

2. Complete a purchase request in SunDevilSync

   o Add # of cards and cards amount to 'Description' box.

   o In your public purpose, describe the gift cards as 'participation incentives'

   o Upload BMF if for Aramark or Dominos

3. The USG Business Office will reach out to the vendor to purchase the gift cards.

4. Gift cards will be sent to the requestor and it will be their responsibility to disperse them.

5. During event/meeting, your club needs each recipient of the gift cards to sign and complete the Participation Award Transaction Log.

6. Send the completed Participation Award Transaction Log to the USG Business Office.

7. The USG Business Office will 'Approve' your purchase request

Type of Vendor: Aramark

Aramark provides individual catering for your meetings and gatherings, as well as M&G gift cards.

Contact Information

- ❖ Website: https://sundevildining.asu.edu/catering

- ❖ Email: ASUCatering@gmail.com

- ❖ Phone: 480-965-6508.

Best Practices Method

1. Contact Aramark and place order

2. Let Aramark know that ASU USG will be paying for it

3. Aramark will give your club an Invoice and/or Reservation Confirmation

4. Create a purchase request in SunDevilSync

   o Upload the Invoice and/or Reservation Confirmation

   o If food is ordered, upload a BMF.

5. The USG Business Office will contact Aramark directly to make payment

6. Once a receipt is obtained, the USG Business Office will 'Approve' your purchase request.

Completing your Purchase Request

Step 1. Populate from Budget

- This will be helpful when figuring out how much funds is left in each budget line.

Step 2. Subject

- Include your organization's campus location (TEMPE) and what is being purchased.

- If purchase is from an Event Budget, include the event date.

    o Example: TEMPE – Splash Bash Event 01/31/2020 – FLYERS

Step 3. Description

- Include a brief description of what your purchase request is for

    o Event or meeting info

    o Event or meeting date

    o What was purchase

    o Where this purchase was from

Step 4. Requested Amount

- Invoiced amount, must be within your approved budget

Step 5. Categories

- Event Funding: if from your event funding budget

- Club Operation Funding: if from your general funding budget

Step 6. Account

- Your club account should be selected

Step 7. Payee Information

- First Name will be the vendor name, Last Name can be blank

- Include mailing address if available

Step 8. Government

- Select USG TEMPE

Step 9. Requestor Information

- This is the person who is submitting the purchase request

- Must be a top three officer of your club shown on your SunDevilSync Profile

Step 10. List of Items Purchased

- Include a list of all items purchased

Step 11. Public Purpose

- View the 'How to Write a Public Purpose' Guide

- This is very important. If not written well, we will ask you to rewrite it.

Step 12. Request Type

- Select PAY AN INVOICE

Step 13. Skip Reimbursee Questions

Step 14. Upload Invoice

Step 15. Upload Additional Documentation

- If food was purchased, a Business Meals Form (BMF) must be completed and signed by the payee.

    o   This form can be found at https://www.asu.edu/fs/forms/business-meals-form.pdf.

    o   View the Guide to completing a BMF.

- If requesting to pay a service provider, a SAP Agreement or Pay WO SAP must be completed and signed by the service provider

    o   View the information provided above.

Step 16. Submit Request

- An automatic email might be sent by SunDevilSync to your adviser asking to review the request, they can review it but nothing needs to be done on their end

- No need to change the stage, this request was sent directly to the USG Business Office

How to write a Public Purpose

How to Write A Public Purpose

FIN 119: Public Purposed Served (http://www.asu.edu/aad/manuals/fin/fin119.html)

Description of a Public Purpose: A public purpose is the **reason** taxpayers allow you **to spend** their **money**. It is not an explanation of what was purchased, and it is not a description of an event. Think of it as a **2-3 sentence argument** for what you used this money for and how it benefited your department, club and the ASU community.

Words to use when writing a public purpose:
- retention
- education
- security
- persistence to graduation
- civic engagement
- community outreach
- professional development
- event planning
- encourage participation
- community building

Ideal Phrases to Use:
- Encourage participation
- Promote civic engagement
- Community outreach
- Facilitate communication
- Show appreciation
- Support academic excellence
- Foster a bond between members

Include:
- What you purchased
- What the purchased item was used for (meeting, event, advertisement, etc.)
- How this will benefit your department or club
- How this item will benefit other students and the ASU community

Do NOT include:
- Only a list of goods purchased
- Only a description of the event
- Only a list of participant names
- The words "gift" or "donation"

Example 1:
- **Payment for:** conference travel
- **Unacceptable Public Purpose:** To have a good time while learning about leadership
- **Acceptable Public Purpose:** In order to promote professional development, one staff member and ten students attended the National Association of Leadership conference. Over the course of one weekend, the attendees learned valuable leadership strategies that will help them run our organization more effectively. In addition, they attended interactive workshops that taught them how to plan campus-wide events that will promote leadership to all students on campus.

Example 2:
- **Payment for:** honorary plaque for a speaker
- **Unacceptable Purpose:** This plaque is going to be a gift for a speaker at our club meeting.
- **Acceptable Public Purpose:** Lady Gaga attended our weekly general meeting to inform our members about her recent efforts to go green and ways that our organization can improve our current endeavors to increase sustainability. In order to show appreciation, our president presented Lady Gaga with an honorary plaque.

Example 3:
- **Payment for:** food for general meeting
- **Unacceptable Public Purpose:** Since our meeting is at dinner time and the members get hungry, we ordered pizza for our general meeting.
- **Acceptable Public Purpose:** In order to promote attendance and attract new members, our organization ordered two pizzas. After eating, our members were significantly more enthused as we planned our spring event, Make a Difference, to promote civic engagement and fun.

Example 4:
- **Payment for:** posters and flyers to advertise event
- **Unacceptable Public Purpose:** These posters and flyers will raise awareness for our event.
- **Acceptable Public Purpose:** These posters and flyers were posted around campus in order to raise awareness for our event, Spring Welcome Mixer, and promote student involvement on the ASU Tempe community. With ice-breakers and various fun activities, the event promoted comradery and fostered relationships between out-of-state students.

Example 5:
- **Payment for:** copies
- **Unacceptable Public Purpose:** These agendas were passed out at the meeting so members knew what was going on and could read the action items addressed during the meeting.
- **Acceptable Public Purpose:** These agendas were distributed to all of the Board members in order to facilitate communication and organization during our general meeting. At this meeting, our organization planned our upcoming community outreach activity, Devils Our Way, which will promote acceptance of diversity on campus.

Guide to Completing a BMF

ASU

Business Meals and Related Expenses Form
form not needed for employee reimbursement

Expense type – Select one:	Supplier name:
○ 1. Paid by ASU Purchasing Card ● 2. Direct supplier invoice	Payee (individual/club being reimbursed)

Event location: Location	Event date: Date
Business or public purpose	Please explain the public purpose. Clearly justify why this expenditure is appropriate if only ASU-employed personnel are present at the meal. Attach an agenda or program when available: Same as Public Purpose on purchase request in SunDevilSync	

Cost Center + Program, Gift, Grant or Project Worktag:	PO # (if applicable):	Total amount: only food amount

Attendees list | Attach an additional sheet if necessary:

ASU faculty, staff or students

Name	Department	Title
1. (at least five attendees		
2. listed		
3. but note that the price per		
4. person must be below		
5. $25.00 per person)		

Other attendees

Name	Affiliation	Title
1.		
2.		
3.		
4.		
5.		

State the approximate number of attendees and ASU department or affiliation if a large group is present at an event, and an attendee list is not available.

No reimbursement for alcoholic purchases is allowed on university accounts. Attach itemized receipts to the supplier invoice for reimbursements over $40 per person.

Required certification – I certify that no reimbursement for alcoholic purchases is being requested.

Requester's name	Phone	Signature	Date
Payee	Phone #	Payee Handwritten Signature	Date

Required approvals

Direct inquiries to:	Signature	Date
Cost Center Manager name (print)	Signature	Date
Dean or Director (if required) name (print)	Signature	Date
Other (if required) name (print)	Signature	Date

ASU Financial Services | Revised 06/14/19

Guide to completing a Pay WO SAP

ASU

Pay without a speaker, artist, performer agreement approval

All engagements of a speaker, performer, or artist require a **speaker, artist, performer agreement**, regardless of the dollar amount. The agreement should be signed by both parties before the event occurs, to ensure terms and conditions of the engagement are in place at the time of the event, A purchase order cannot be issued to a speaker, artist, or performer.

In the event the contract was not completed before the event, the following information and approvals are required to issue payment, Once completed, this form should be attached to the **supplier invoice** request in FMS,

Requesting unit: ___Your Student Organization___

Speaker, artist, or performer name: ___Service Provider Name___

Remit to address:

___Service Provider Address___
Street

_____
City, State   Postal code

_____
Country

Event title and date: ___Your Event Details___

Public purpose: ___Use the same Public Purpose that you will send on your Purchase Request___

_____

_____

_____

_____

Amount due: $ ___Service Fee___

Provider signature:

_____   Date: _____
Signature

_____
Print name

Provider acknowledgement (e.g. email) is acceptable in place of the signature.

Participation Incentive Award Transaction Log

ASU Arizona State University

Participation Incentive Award Transaction Log

Student Organization/Club Name: _____

Event/Program Name: _____   Event Date: _____

Date Issued: _____   Value Determined By: _____

Description:

Public Purpose:

Recipient's Name	Affiliate ID	Date	Amount	Recipient's Signature*	Are you employed with ASU Yes/No	Are you an International Student Yes/No
					Yes/No	Yes/No
					Yes/No	Yes/No
					Yes/No	Yes/No
					Yes/No	Yes/No
					Yes/No	Yes/No
					Yes/No	Yes/No
					Yes/No	Yes/No
					Yes/No	Yes/No
					Yes/No	Yes/No
					Yes/No	Yes/No

*By signing this transaction log, I acknowledge receipt of the gift card.