KNOW YOUR INDEX NUMBERS & ACCOUNT CODES

- **Cash Index** – 6-digit number beginning with **802XXX** or **830XXX**. Student groups advisors will be sent the Cash Index number after the group has been officially recognized by the Center for Student Involvement. The Cash Index is like your student group bank account number. Deposits and expenses will be credited and charged to this account. Money in this account will roll over year to year.

- **Budget Index** – 6-digit number that begins with **800XXX** and is provided after a student group receives funding from the SGA Finance Board. Money in the budget index should only be used for expenses related to the program that was funded by the Finance Board. Budget index funds does not roll over year to year so deposits from things like dues and fundraisers should not be made to this account.

- **Account Codes** - Every transaction occurring within your index has an “account code” associated with it. The account code classifies the type of income/expense for the index (See List Below)

Index numbers & account codes can be found at [http://www.neu.edu/sabo](http://www.neu.edu/sabo)

### Northeastern University Student Activities Business Office Account Code Listing

<table>
<thead>
<tr>
<th>Revenue Only Use for Cash Account Deposits or Transfers</th>
<th>Supply</th>
</tr>
</thead>
<tbody>
<tr>
<td>56209 Refund</td>
<td>73110 Books (needed for group’s reference)</td>
</tr>
<tr>
<td>56425 Tax Deductible Gifts (must be processed by Dev. Ofc.)</td>
<td>73201 Subscriptions (newspaper, periodicals, etc.)</td>
</tr>
<tr>
<td>56438 Fundraising</td>
<td>73202 Music and Records</td>
</tr>
<tr>
<td>56439 Advertising</td>
<td>73204 Film (for camera)</td>
</tr>
<tr>
<td>56453 Conference/Seminar</td>
<td>73301 Miscellaneous Supplies (prints, paper, decorations, etc.)</td>
</tr>
<tr>
<td>56469 Membership Fees</td>
<td>73303 Computer Supplies</td>
</tr>
<tr>
<td>56484 Subscription Fees</td>
<td>73305 Audio Visual Supplies</td>
</tr>
<tr>
<td>56487 Dues</td>
<td>73306 Medical Supplies</td>
</tr>
<tr>
<td>56490 Sales Income</td>
<td>73307 Athletic Supplies</td>
</tr>
<tr>
<td>56491 Donation (non-tax deductible)</td>
<td>73325 Training Supplies</td>
</tr>
<tr>
<td>56492 Co-Sponsorship</td>
<td>73410 Advertising</td>
</tr>
<tr>
<td>56494 Program/Event</td>
<td>73420 Printing (flyers, brochures, etc.) not done at Reprographics</td>
</tr>
<tr>
<td>56503 Book Sales</td>
<td>73425 Printing (Reprographics)</td>
</tr>
<tr>
<td>56700 Other Sources (misc.)</td>
<td>73460 Photocopying Charges</td>
</tr>
<tr>
<td>56831 Revenue Transfer</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capital Equipment Criteria: Unit Cost &gt; $500, Life &gt; 2 Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>73001 Cap. Equip. - Office (6xx, 6xx)</td>
</tr>
<tr>
<td>73004 Cap. Equip. - Audio Visual</td>
</tr>
<tr>
<td>73005 Cap. Equip. - Computers</td>
</tr>
<tr>
<td>73006 Computer Software</td>
</tr>
<tr>
<td>73007 Cap. Equip. - Athletics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>73221 Travel - Airfare</td>
</tr>
<tr>
<td>73232 Travel - Train</td>
</tr>
<tr>
<td>73233 Travel - Bus</td>
</tr>
<tr>
<td>73235 Travel - Auto Mileage (must w/SABO for current rate)</td>
</tr>
<tr>
<td>73229 Travel - Auto/Van Rental</td>
</tr>
<tr>
<td>73227 Travel - Lodging (hotel, costs)</td>
</tr>
<tr>
<td>73303 Travel - Miscellaneous (gas, toll, etc.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Travel - Miscellaneous (air, meals, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>73041 Tel. - Toll Charges (long distance)</td>
</tr>
<tr>
<td>73042 Tel. - Long Distance Charges (phone line usage)</td>
</tr>
<tr>
<td>73043 Tel. - Message Units (local, off-campus, and AT&amp;T charges)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>73049 Postage/Freight</td>
</tr>
<tr>
<td>73051 Postage (stamps)</td>
</tr>
<tr>
<td>73052 Bulk Mail</td>
</tr>
<tr>
<td>73053 Federal Express</td>
</tr>
<tr>
<td>73070 Freight Charges</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>73041 Tel. - Toll Charges (long distance)</td>
</tr>
<tr>
<td>73042 Tel. - Long Distance Charges (phone line usage)</td>
</tr>
<tr>
<td>73043 Tel. - Message Units (local, off-campus, and AT&amp;T charges)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Membership Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>73205 Set Design</td>
</tr>
<tr>
<td>73206 Consultants</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Laundry Service (cleaning of uniforms)</th>
</tr>
</thead>
<tbody>
<tr>
<td>74490 Miscellaneous donations, etc.</td>
</tr>
<tr>
<td>74491 Miscellaneous donations, etc.</td>
</tr>
</tbody>
</table>

**Note:** Pool object codes (the object codes highlighted in grey) are for budgeting purposes only. Expenses should not be applied against Pool object codes.

For Student Group Use
HOW TO MAKE A DEPOSIT

1. Pick up a deposit slip from the SABO Office located in 434J CSC (please do not print out sample below to make deposits)

2. Fill out the deposit slip with the following information
   • The Index#: This your group’s Cash index # (Do not deposit to Budget index)
   • Source of Funds: Where the money is coming from (Example: Sales or Dues)
   • Deposit by: Name of the person making the deposit
   • Date: Date deposit is being made
   • Cash & Checks –List total cash, checks, & coins that are being deposited. The check number should be listed to the left of the dollar amount. All checks should be made payable to “Northeastern University” and deposited within 60 days of date on the check.
   • Dues: Deposits for membership dues should have a list each member and the amount of their payment. If any member’s payment varies from the standard amount due, a brief explanation will also be required.
     • Please see Example below:
       • Student Group X: Yearly membership dues is $50 for each member.
         • John Doe - paid $50
         • Jane Doe - Paid $100 (Payment for 2 years)
         • Bobby Doe - Paid $50

3. Bring the money and deposit slip to the SABO office. We will verify the total and give you a receipt. The funds should appear in your account with in 1 -2 Business days. NO MORE than $3.00 worth of coins can be deposited with SABO.
4. Night Deposit – if SABO is closed contact a Building Manager on the 3rd floor of the Curry Student Center to help you make a night deposit. Make sure to include a deposit slip with your deposit. You can pick up your receipt the next business day.
1. **Direct Pay Request** - use this form to request check payments to companies or individuals for a service or product provided to a student group. Forms are only available online at [http://neu.edu/sabo/payment-forms](http://neu.edu/sabo/payment-forms)

- Supporting documentation such as original invoices and approved contracts must be attached to the Direct Pay Form for the check to be processed. Statements cannot be used.
- Checks made payable to company for a facility rental or individual for a service provided requires an approved contract through the Center for Student Involvement.

How to fill out a Direct Pay Request Form *(Don’t use this sample copy)*

- **Vender Name:** The person or company you are paying
- **Social Security or Tax ID:** This is required for any individual or LLC (Limited Liability Company) being paid that is not a performer.
- **W-9 Forms:** A Completed W-9 tax form should be submitted for payments to Individual Vendors & LLC’s. This form should be filled out by the Vendor.
- **Address:** Address of the person or company you are paying. (must match the name and address on the invoice or W9 if required.
- **Index:** Your Cash or Budget Index number that will be charged.
- **Account code:** The account code related to the expense (Ex. Food 74320)
- **Net Amount:** The amount being paid
- **Advisor Approval:** Student group faculty advisor must sign here or email approval to SaboPay@neu.edu along with the Dpay Form & all supporting documents in ONE email. FMI [http://neu.edu/sabo/payment-forms](http://neu.edu/sabo/payment-forms)

- **All checks will be mailed out** to the address listed on the form or a direct deposit will be made to the recipient’s bank account if they are already set up with Direct a Deposit agreement with Northeastern University.
2. **Expense Reimbursement Vouchers** – Use this form to send a check to pay back individuals who made purchases on behalf of your student group. Forms are only available online at [http://neu.edu/sabo/payment-forms](http://neu.edu/sabo/payment-forms)

- Original receipts showing proof of purchase must be submitted with the form.
- Northeastern is Tax exempt. We cannot reimburse for sales taxes paid except for hotel and meals tax. Use the ST5 tax exemption form to avoid paying sales tax. [http://www.neu.edu/ap/taxexemptforms/index.html](http://www.neu.edu/ap/taxexemptforms/index.html)
- SABO cannot reimburse for personal items, alcohol, drugs or tobacco per University guidelines.

   **SABO Expense Reimbursement Voucher**

   **Nu Student/Employee**
   **Document #**
   **Name:**
   **Address:**
   **NU ID:**
   **Did you travel or have a meal at the expense of the University?**
   **Travel Expenses**
   **Non-Travel Expenses**
   **Date of Travel**
   **Date of Expense**
   **Purpose:**
   **Index:**
   **Account Code:**
   **Out of Pocket Expenses:**
   **Total:**

   **Approvals**
   Return this form to SABO with ORIGINAL, ITEMIZED RECEIPT(S) ATTACHED if a check is needed to reimburse an individual for out of pocket expenses.
   **Advisor Approval:**
   **SABO Approval:**
   **Hold check for pick up?**
   **YES**
   **NO**
   **If employee is Dept. Head, then employee’s supervisor must sign here:**
   **Printed Name:**
   **Signature:**
   **Date:**

   **Contact Person:**
   **Northeastern University:**
   **SABO - Room 434J**
   **Phone Extension x4329**
   **Fax extension x4375**

   **How to fill out an Expense Reimbursement Voucher (Don’t use this sample copy)**
   - **Name:** The Person or Company you are paying
   - **NU ID:** NU ID number is required for NU Faculty, staff, & students.
   - **Address:** Address of the person getting reimbursed (paid)
   - **Travel or Non Travel** – describe the expense in appropriate section
   - **Index:** The Cash or Budget Index number that will be charged.
   - **Account code:** The account code related to the expense (Ex. Food 74320)
   - **Out of Pocket Expense:** The amount to be reimbursed
   - **Advisor Approval:** Student group faculty advisor must sign here or email approval to SaboPay@neu.edu along with Expense Reimbursement form & all supporting documents in ONE email. FMI [http://neu.edu/sabo/payment-forms](http://neu.edu/sabo/payment-forms)
   - **All checks will be mailed out** to the address listed on the form or a direct deposit will be made to the recipient’s bank account if they are already set up with a Direct Deposit agreement with Northeastern.
3. **Petty Cash Reimbursement** – use this form to make reimbursements for expenses under $50 and receive **cash on the spot** instead of a check. **Forms are located in 434J CSC**
   • Original receipts showing proof of purchase must be submitted with the form.
   • **Northeastern is Tax exempt.** We do not reimburse for sales taxes paid except for hotel and meals tax. Use the ST5 tax exemption form to avoid paying sales tax @ [http://www.northeastern.edu/ap](http://www.northeastern.edu/ap)
   • We do not reimburse for personal items, alcohol, drugs or tobacco per University guidelines.

![Petty Cash Reimbursement Form](image)

- **How to fill out a Petty Cash Form** *(Don’t use this sample copy)*
  - **Date**: Today’s Date
  - **Amount**: Total amount of reimbursement
  - **From**: Your student group name
  - **Index #**: 6-digit Cash or Budget Index number
  - **Account Code**: 5-digit Account code
  - **Reason for Reimbursement**: describe the expense incurred (ex. Pizza for Meeting)
  - **Advisor Approval**: Your student group faculty advisor must sign here
  - **Cash Received by**: name of the person picking up the Petty cash
**HOW TO TRANSFER MONEY**

**Student Group Transfer** - use this form to transfer money between student groups. Forms are located in 434J CSC

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**Student Group Transfer Form**

- **Amount of Transfer**: Total dollar amount being transferred
- **From**: Student Group sending the money
- **To**: Student group receiving the money
- **Reason for transfer**: explain the reason for the transfer
- **Debit Organization advisor approval signature**: the faculty advisor of the group sending the money must sign here.
- **Index #:** 6-digit Cash or Budget Index number
- **Account Code**: 5-digit Account code

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**Directions for Use**

- Complete the form and submit it to the Student Activities Business Office (434J CSC) for processing.
- Attach supporting documentation.
- This form may be used for transfer between student groups or for student group transactions with university departments.
- When using this form for payment of goods/services provided by a university department, please attach a statement itemizing goods/services being provided and ten digit university account number.
- This form may not be used for budget line item reallocations. Please see Student Government (332 CSC) regarding budget reallocations.

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**How to fill out Student Group Transfer form** (Don’t Fill out Sample Copy).

- **Date Submitted**: Date form was submitted to SABO
- **Amount of Transfer**: Total dollar amount being transferred
- **From**: Student Group sending the money
- **To**: Student group receiving the money
- **Reason for transfer**: explain the reason for the transfer
- **Debit Organization advisor approval signature**: the faculty advisor of the group sending the money must sign here.
- **Index #:** 6-digit Cash or Budget Index number
- **Account Code**: 5-digit Account code
HOW TO MAKE TRAVEL ARRANGEMENTS

1. Bus Request
   • Submit a SABO Bus Request Form [https://orgsync.com/30932/forms/96551](https://orgsync.com/30932/forms/96551) online to SABO.
   • SABO will provide you with a quote from an approved Bus Company
   • Confirm the Reservation with SABO and the bus will be reserved.
   • You will receive a bill (invoice) from the bus company a few weeks after the trip.
   • Submit a Direct Pay Request & invoice to SABO to pay the invoice.

2. University Van Request
   • You must have a certified driver. Contact Darlene in Transportation Dept. @ 6173732343 to get certified
   • Submit a SABO Van Request Form [https://orgsync.com/30932/forms/141781](https://orgsync.com/30932/forms/141781) online to SABO.
   • SABO will make the reservation and let you know if the van is available.
   • Vans are free (Limited Availability). Please plan accordingly.

3. Flight & Hotels
   • Submit a detailed itinerary and quote of your trip to SABO. Provide index to be charged on the quote. Your advisor must sign quote. (See ex. below)
   • If you use Expedia remember to create an account and save the itinerary & login info.
   • SABO will use a University credit card to make the reservation on your behalf with the log in you provided
   • Charges will be billed to your Student Group’s Cash or Budget Index that you provided to SABO on the quote.

![Flights and Hotels Itinerary]

- Flight 1: Tue. Apr. 23
  - Oslo to Brussels
  - SAS 7475 operated by SCANDINAVIAN AIRLINES
  - System (SAS)

- Flight 2: Thu. Apr. 25
  - Amsterdam to Barcelona
  - KLM 1077 operated by KLM ROYAL DUTCH
  - AIRLINES

- Flight 3: Mon. Apr. 29
  - Madrid to Rome
  - Iberia 3238 operated by IBERIA LINEAS AEREAS
  - DE ESPANA