Quick Help Guide

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INDEX NUMBERS & ACCOUNT CODES

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

- Club Sports Teams: Index numbers begin with the number “3” (3XXXXX)

BUDGET INDEX
6-digit number that begins with 800XXX or 801XXX. The Budget Index is given to the student group after they receive funding from the SGA Finance Board or Graduate Student Government (GSG). The Budget Index is also like a bank account number but the money in the Budget Index should only be used for expenses related to the program that was funded by the Finance board or GSG. Budget index funds do not roll over year to year. Deposits should not be made to the Budget Index. Each group only has one Budget Index number. For more information on student group funding for programs and events please visit the SGA Finance Board website or the Graduate Student Government funding website.

- Club sports Teams: Do not have Budget Index numbers.

LOOKING UP INDEX NUMBERS
Helpful Tips on how to look up the Index Number

1. Search by “Index Description” and only enter part of your student group name.
2. The Cash Index number will begin with 802 or 830. Club sports will begin with the number “3”
3. The Budget Index number will begin with “800” or “801” (for older graduate groups)

Look Up Index Number Here
Need Help? Contact sabo434@northeastern.edu

ACCOUNT CODES
5-digit number that typically begins with a “5” (for income) or “7” (for expenses). 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.

Example: Food Expense = 74320 | Dues Income = 50487

Look Up: SABO Account Codes
HOW TO MAKE A DEPOSIT

All Funds should be deposited immediately to SABO after the money is collected.

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

2. Fill out the deposit slip with the following information
   - The Index #: Enter your group’s Cash Index. Do not deposit to Budget index.
   - Account Code: Input the 5 digit revenue Account Code that best describes the source of funds.
   - Source of Funds: Where the money is coming from (Example: Bake sale, Dues, Donations)
   - 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 immediately.

Important note about deposits for 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.

3. Bring the cash/checks and deposit slip to the SABO office. We will verify the total and give you a receipt. The funds should appear in your account within 2 to 3 Business days. NO MORE than $4.00 worth of coins can be deposited with SABO.

4. Night Deposit – If SABO is closed, contact a Building Manager at the operations desk on the 3rd floor of the Curry Student Center (6173735429) to help you make a deposit in the SABO Night Safe. Make sure to include a deposit slip with your deposit. Please retain copy of Deposit Slip for your records.

5. Remote Deposit
   To make a remote deposit, please see Remote Deposit Instructions for more information.
HOW TO SPEND MONEY

1. Direct Pay Request (Dpay)
Use this form to send a payment via check to a company or an individual for a service or product provided to your student group. Do NOT use the this form to pay NU staff or students. Forms are only available on the SABO Website here.

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

- **Vendor Name:** Enter the name of the person or company you are paying. (Must match the address on both the invoice and the W-9 tax form (if W-9 is required)

- **Social Security or Tax ID:** Leave this area Blank. The W-9 will be used to verify the Tax ID or social security number.

- **Address:** Enter the address of the person or company you are paying. The address must match the address on both the invoice and the W-9 if a W-9 is required.

- **Invoice #:** The invoice number on the invoice or the contract number. Use the invoice number if both a contract and invoice is required.

- **Invoice Date:** Invoice date or contract date

- **Index:** Enter your Cash or Budget Index that will be charged (Ex. 8XXXXX)

- **Account code:** The account code related to the expense (Ex. Food 74320)

- **Net Amount:** Enter the amount being paid to the vendor.

- **Advisor Approval:** Student group faculty advisor must physically sign here or email approval to SaboPay@northeastern.edu along with the Dpay Form & all supporting documents in ONE email.

Options for Submitting the Dpay Form

1. **In Person:** Submit approved Dpay form with supporting documents to 434JCSC during SABO office Hours. *(Required for Dpays with Contracts)*

2. **Via email:** Download and Email the completed Dpay Form & all supporting documents in one email to SaboPay@northeastern.edu
Supporting documentation Required: Supporting documents must be submitted with the Dpay Form in order to be processed. Supporting documentation includes invoices, approved contracts, and the vendor’s W-9 form. Account statements, quotes, or pro-forma invoices can NOT be used as supporting documentation.

- **Invoice:** An invoice is a bill from the vendor requesting payment for a product or service provided. A Separate Dpay Form must be submitted for each invoice.

- **W-9 Tax Forms:** Contact the vendor you want to pay for a copy of their completed W-9 form. The W-9 only needs to be submitted with the Dpay once a year after the vendor has been paid. The name and address on the W9 should match the information on the DPAY form. International vendors outside of the U.S. should complete the International Supplier Registration Form in place of the W-9 Form.

- **Contracts:** Payments for things such as Facility Rentals, Performers, DJ’s, and Speakers may require an approved contract through the Center for Student Involvement (CSI). A contract is considered “approved” when it is signed by both the University and the Vendor. Please contact your program manager in CSI for more information on contract requirements.

All checks will be mailed: Checks will be mailed to the address listed on the Dpay form usually within 14 business days after SABO receives all properly submitted paper work. Processing delays may occur during year-end please plan accordingly and allow up to 30 days for payment to be received.

2. SABO Expense Reimbursement Vouchers

Use this online form to reimburse individuals who made purchases on behalf of your student group. This form should not be filled out by anyone other than the person being reimbursed.

**SABO Reimbursement online process**

1. Complete the expense reimbursement voucher form available HERE. All fields indicated with an asterisk are required and receipts must be uploaded in order to submit the form.

2. Ensure all receipts adhere to Receipt and Proof of Payment Requirements

3. Once you submit the form, an email (including a PDF of all information submitted) will automatically be sent to your advisor for approval. (Note: be sure to input your advisor's email address accurately to ensure they receive this communication) The submitter of the form will also be emailed a copy of the form to retain for their records.

4. Your advisor must then forward the automatically generated email they receive to SABO at sabopay@northeastern.edu stating that they “approve” the expense(s).

5. SABO will review the form before sending along to Accounts Payable (A/P) for processing.

6. A/P will process the reimbursement and send payment via direct deposit (if the person being reimbursed has already established this with Northeastern – for student employment purposes, as an example) or via check within 10 to 14 business days. Checks will be sent to the address listed on the form only.

**NOTE:** SABO expense reimbursement voucher form is intended to be used for reimbursements for students, guests, and part-time employees of the University. Full-time Faculty members and staff should continue to use the concur platform for their reimbursement needs. For concur inquires contact AP@northeastern.edu

**How to fill out SABO Expense Reimbursement Voucher**

- **Name:** Enter the name of the person being reimbursed. This form should not be filled out by anyone other than the person being reimbursed.

- **Address:** Enter the address of the person being reimbursed. The check will be mailed to this address.

- **NU ID:** Enter your NU ID number. It is only required for NU students.
• **Travel Expense, Non Travel, or Both**: Make the appropriate selection and enter the appropriate description/business purpose and dates.

• **Index #**: The 6-digit Cash or Budget Index that will be charged for the reimbursement.

• **Account Code**: 5-digit account code related to the type of expense (Example Food = 74320)

• **Out of Pocket Expense**: Enter the amount to be reimbursed for each account code or expense type.

• **Student/Guest Approval**: Enter name, date, email, phone of person being reimbursed. This should not be filled out by anyone other than the person being reimbursed.

• **Advisor Approval**: Enter the name and email of the current student group faculty advisor.

### 3. Petty Cash Reimbursement

Use this form for reimbursements under $50 and receive cash in hand instead of a check. Forms are located in 434J CSC only and must be submitted in person to SABO.

**Receipt or Proof of Payment Required**

**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

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**Northeastern University**

**Student Activities Business Office**

434J Curry Student Center • 617.373.4329

**Petty Cash Reimbursement**

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<tr>
<th>Date Submitted:</th>
<th>Amount of Reimbursement:</th>
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<table>
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<table>
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<th>Reason for Reimbursement:</th>
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<th>Approval of Advisor:</th>
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<table>
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<tr>
<th>Cash received by:</th>
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### Directions for Use

- All petty cash reimbursements must have original, itemized receipts attached.
- The organization advisor MUST sign the form.
- Complete the form and submit it to the Student Activities Business Office (434J CSC) for reimbursement.
- Each group is entitled to cash reimbursement of up to $50.00 per day per group.
- Reimbursements for more than $50.00 should be processed on a Expense Reimbursement Voucher.

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**Office Use Only**

<table>
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<th>Budget Approval:</th>
<th>Journal #:</th>
<th>Date Processed:</th>
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<tbody>
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**White Copy**: Student Activities Business Office • **Pink Copy**: Student Organization
HOW TO TRANSFER MONEY

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

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**: Name of 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

COVID 19 Update:

Student Group Transfer Form Online:
Due to Covid 19 restrictions please use this form to remotely request a transfer of funds between student groups.
HOW TO MAKE TRAVEL ARRANGEMENTS

1. Bus Request
   • Submit a SABO Bus Request Form
   • SABO will provide you with a quote from an approved bus company within 5 business days.
   • Confirm the reservation with SABO and the bus will be reserved.
   • SABO will send you a bill (invoice) from the bus company a few weeks after the trip.
   • Submit a Direct Pay Request with the invoice to SABO to pay the invoice. (See Dpay Section above for details)

2. University Van Request
   • First you must have a certified driver listed on this form. Contact Darlene (Transportation Department) @ 617.373.2343 to take certification driving test and get certification card.
   • Submit a SABO Van Request Form
   • After the form is submitted, SABO will let you know if the van is available with in 3-5 business days.
   • Bring driver certification card and NU ID card to pick up keys to the Van @ Campus Police (716 Columbus Ave)
   • Vans can be picked up on lower level of Renaissance Park Garage.
   • Vans can NOT travel further than 150 miles from Northeastern or be used overnight.
   • Vans are free but availability is very limited. Please plan accordingly in case a there is not a van available. Only 1 van (11 passengers) is available for use. Students are responsible for gas.

3. Flight & Hotels
   • Contact a CSI program manager to have your travel approved.
   • Submit a detailed quote and itinerary of your trip (See example below) along with advisor approval and index number to SABO via email or in person.
   • If you use Expedia (NU preferred vendor) 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 Expedia log in you provide.
   • Charges will be directly charged to the Cash or Budget Index provided. Charges typically appear within one month.