

## SPENDING YOUR CLUB'S \$50 CREDIT!

**Congrats! If you attended the Mandatory All Club Meeting, you earned a \$50 credit from Student activities for your club!  
Here are the ways you can spend these funds.**

**FOR ALL PURCHASES: THEY MUST BE TAX EXEMPT.** Download a Hamilton College tax exempt form from the college website and bring to the store when you buy your club supplies. We also have a stack of these printed in our office you are welcome to take!

**ONLINE ORDERS:** When you order items online (including Amazon), you need to make sure that the items you pay for are TAX EXEMPT. I would recommend that if you are not sure that your online purchase will be tax exempt, that you set-up an appointment with me and we can order the items together. I have an office account set-up for MANY common vendors, including Amazon with tax exemption and prime 2-day shipping. **If you'd like to set-up a time with me to make your online purchases, please call our staff assistant, Lisa Nassimos, at 315-859-4193 or stop by our office to set-up an appointment with me.**

**PURCHASE CARD:** You or someone from your organization arranges to utilize a Student Activities purchase card to make your purchases at stores off-campus. When you return the purchase card to our office, you must return all receipts. There can NOT be tax on receipts. The advantage to this method is that you do not need to worry about carrying cash or returning change to Student Activities. The disadvantage of this method is that the vendor must accept credit card, and you must ensure tax is not on the receipt. **You must submit a request to use a purchase card at least 2 business days in advance. Use this link to request a purchase card: [Purchase Card Request Form](#)**

**REIMBURSEMENT:** You or someone from your organization fronts money to purchase goods or services and submits a detailed receipt for reimbursement. The advantage of this format is that a product or service can be purchased instantaneously. The disadvantage is that someone must front the money first and then be reimbursed later. We can NOT reimburse tax. You can bring tax exempt forms with you to make your purchases if you would like. **To get reimbursed, bring your receipts to Student Activities and fill out a Reimbursement Envelope. Receipts for reimbursement MUST be submitted within 2 weeks of the date of the purchase, or the end of the semester, whichever comes first.**

**CASH ADVANCE:** You or someone from your organization arranges to have a cash advance extended to your organization in order to make this purchase at the vendor in question. Through this method all purchases are made in cash and any remaining change is returned along with receipts to corroborate purchases made. **You must submit a request to get a cash advance at least 2 business days in advance. We have limited funds available and will only approve up to \$400 per request. Use this link to request a cash advance: [Cash Advance Request Form](#)**

**Direct Invoice:** Some restaurants we order from regularly, as well as some companies, will invoice us instead of requiring payment at delivery. Examples of vendors that you can ask to direct invoice us are: Taj Mahal, Giovanni's, Rio Grande Tex Mex, or services such as a cappella recording assistance or conference registration fees. **It is YOUR responsibility to ask the vendor to provide you the invoice and then for YOU to provide the invoice to me in Student Activities so I can get it paid via check. Please let me know when you place an order to be paid via invoice.**

#### **ON-CAMPUS PURCHASES:**

- **Euphoria, Opus, or BookStore:** contact Kaity and she will help you navigate this.
- **Print Shop:** Fill out a [Print Shop request form](#) and submit with your order. Make sure you include your club's name and the event it is for. The print shop will contact me if they have questions about your club's budget line so don't worry about filling that in.
- **Bon Appetit:** Email [catering@hamilton.edu](mailto:catering@hamilton.edu) to request your order of food and include your budget, requested items, event date/time/location/name, and club name. Catering will confirm the budget line to bill with me before they approve it.

#### **QUESTIONS?**

Contact Kaity Stewart at [ksstewar@hamilton.edu](mailto:ksstewar@hamilton.edu) for questions about spending your club's \$50 credit. To schedule an appointment with Kaity to make your online purchases or talk about your budget/event planning, please call our staff assistant, Lisa Nassimos, by calling her at 315-859-4193 or stopping by our office to set-up an appointment with me.