Accounts Receivable
Jardine Hall, Room 201
316-978-3076

Safekeeping 103  *HOW to get Money OUT
NEED TO PAY A BILL OR SOMEONE BACK?

Questions to ask yourself:

1. Is this a reimbursement to a Student or Faculty/Staff member?
   Follow the instructions for **Reimbursement**.

2. Is the Bill or Invoice from Sodexo?
   Follow the instructions for a **Check Request**.

3. Is the Bill or Invoice from an *Off Campus company*?
   Follow the instructions for a **Check Request**

4. Is this an invoice for a SERVICE (Speaker, Lecturer, DJ?)
   Follow the instructions for **“Speaker”**

5. Is this a bill to pay a WSU Department?
   Follow the instructions for **“transfer from Safekeeping to a Department”**

6. Is the Check for student services such as “picking up new students at the Airport?”
   Follow the instructions for **‘Mileage’**.
Question # 1  REIMBURSEMENT

Reimbursement: Repayment of money to someone who has paid out of their pocket for “stuff” for the group or group’s event.

EX: Treasurer has bought the supplies for the Bake Sale

1. Collect original receipts, invoice or bill. Total the ‘reimbursement’.
2. Fill out the check request (form online Slide 6 & instructions on Slide 5)
3. The completed request is mailed to Accounts Receivable Box 38
   Or dropped off at Jardine Hall Rm 201

Upon approval the reimbursement will be issued as a paper check or a direct deposit.
Questions 2. and 3. Check Request

A check request will be used when paying Sodexo or an off campus 'vendor' (a business ex: Sally's T-Shirts)

Student Groups are not tax exempt, when ordering do let the “vendor” know you will pay sales tax.

Plan ahead; Questions please contact Accounts receivable.
(A “Resale Exemption Certificate” is available to use. This would be used to buy items to **RESELL.**
Do not use a Department's Exemption Certificate.

What you will need:
1. Check Request   (form online & instructions on next Slide 5)
2. Bill or Invoice from the Vendor (Company)

When complete Mail to Accounts Receivable Box 38 or drop it off at Jardine Hall rm 201

**Upon approval the payment will be issued as a paper check and returned to Sponsor's Campus Box to distribute.**
# HOW TO: COMPLETE THE CHECK REQUEST FORM

**Payee/Vendor: Name**
This is the person or company needing the Check
- **myWSUID This is a must have - call 978-6932**
- Address City St and Zip: from Bill****
- Description of Charges:
  - (When reimbursement there are two choices for the description,
    - “Reimbursement: Receipts attached” or “Reimbursement: SGA Funded Event AR has Receipts”

When paying a bill: Description: “Invoice attached"

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<th>Banner Fund</th>
<th>Banner Organization</th>
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**MUST COMPLETE**
- BANNER: FUND # and ORG#
- NAME OF THE GROUP and Box #
- REQUESTORS NAME:

**SPONSOR SIGNATURE:** APPROVING THE RECEIPTS AND THE REQUEST

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Please return this form, and a copy of this form, with all receipts to Accounts Receivable, Room 204 Jardine Hall.
HOW TO FIND:
Safekeeping-Check Request Form

Form

• Available online
  » Go to: www.wichita.edu/acctsrec
  » Employees
  » Safekeeping
  » Forms
  » Safekeeping Check Request Form

Upon approval the reimbursements will be issued as a paper check or direct deposit, Payments for Bills will returned to Sponsor's Campus Box to distribute.
Question # 4  Safekeeping-Speaker or for Services Rendered

- The 1099 is required for all Services hired on behalf of the Group and it is the Advisor who had to report to the IRS. **NOW the new process will automatically report the required 1099'**

- But the proper Steps must be followed exactly and in a timely manner, please contact Accounts Receivable as soon as the decision to hire for “Services” is made.

### Payroll
- Job Duty
- Scholarship
- Speakers
- Mileage
- Gift Cards
- Advertisement
- Bands
- DJ’s

### Update!!!

1099 reporting for services required

This will now be handled by AR

The W-9 is required

Invoice or billing is required

AR will collect proper paperwork from Treasurer

ICD (Internal Control Document) created for the STATE by AR

Funds from the Safekeeping Account will be deducted

The ICD will be sent to the State who will issue the check from the state of Kansas.

NO: 1099 will be needed by the adviser or group
Question #5 Transfer $ to a Department

Form is available online:

NOTE: Need a form, can’t find it online, stop by Jardine Hall Room 201

1. Collect original receipts, invoice or bill.
2. Fill out the check request (form online Slide 6 & instructions on Slide 5)
3. The completed request is mailed to Accounts Receivable Box 38
   Or dropped off at Jardine Hall Rm 201
If groups decide to reimburse a member’s mileage, use the below examples:

- WSU to Airport - 32 Miles Round Trip @ .56 = $17.92
- WSU to Dillons at Rock Road & 21st - 6 Miles Round Trip @ .56 = $3.36
- WSU to Wal-Mart at Rock Road & 29th - 8 Miles Round Trip @ .56 = $4.48
- WSU to Towne East Mall - 12 Miles Round Trip @ .56 = $6.72

Available online: Go to www.wichita.edu/acctsrec Select: Employees then Safekeeping then Forms then Travel Voucher - General Expense

1. Check Request  (form online & instructions on Slide 5)
2. !Attach State Mileage Form available online!
3. Mail or Deliver to Accounts Receivable Jardine Hall Room 201 Box 38
Where do I go for questions about my Safekeeping Account?

If you need any help, please contact us at:

📞 (316) 978-3076
📞 (316) 978-3333
✉️ wsuaccountsreceivable@wichita.edu

1845 Fairmount St
Box 38
Wichita, Ks 67260

Our office is located in Jardine Hall, Room 201 on the second floor.

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Evening hours are subject to change, please call first - ☏️ (316) 978-3076 - to verify.