



Student Activities Business Office (SABO) – Treasurer Training

Semester: Fall 2025

Training: September 14, 2025

Presenters: Kathy Bui, Accountant & Meghan McCarthy,
Associate Dean for Finance & Administration

Training Agenda Topics

- SABO's role
- Understanding the Treasurer Role
- Terms to Recognize and Appreciate Their Impact
 - Tax Exception
 - W9
 - Itemized Receipts
- Purchase Requests
- Various Types of Vendors
- Reimbursements
- Fundraising
- Deposits
- Planning
- Upcoming changes to how we do business

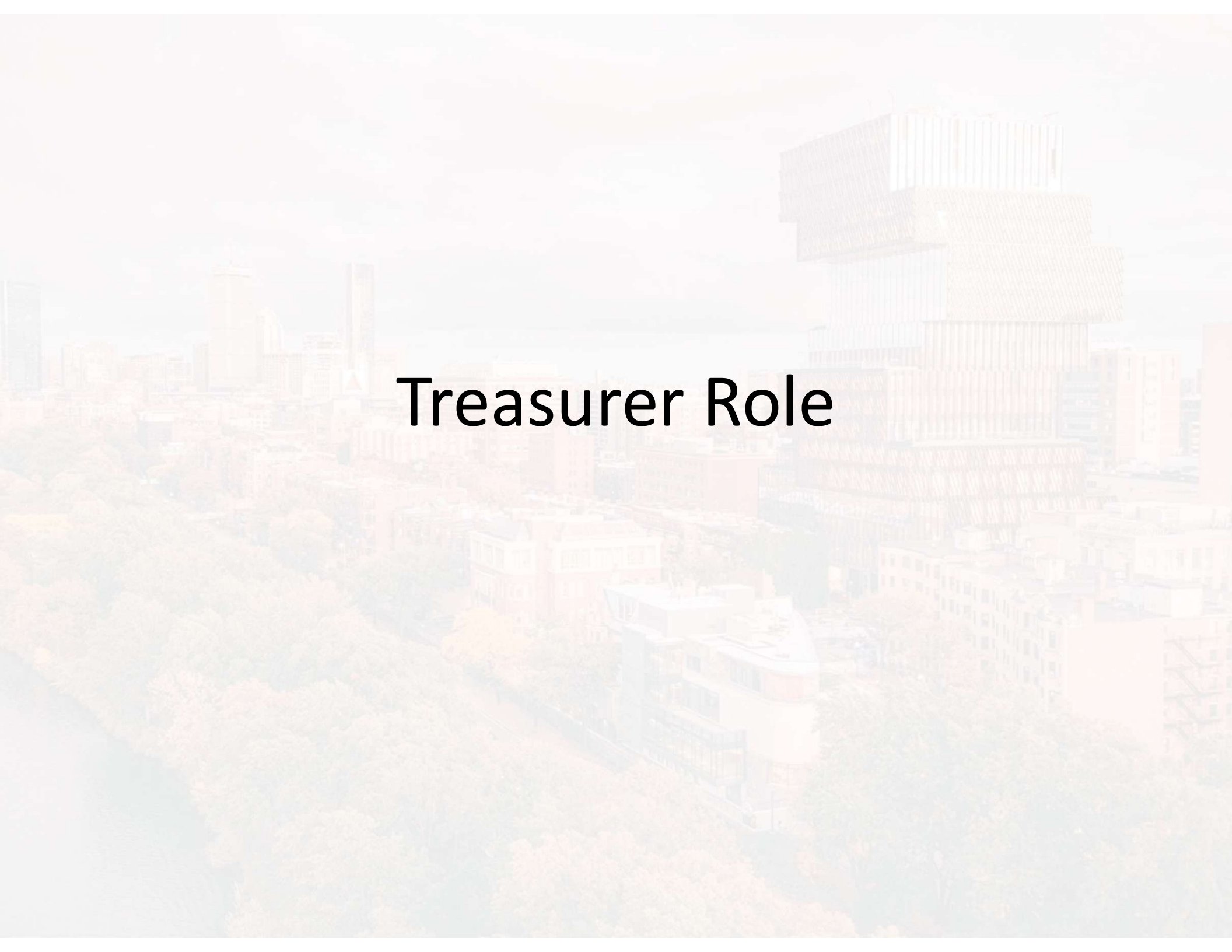
SABO's Function

Facilitates/Executes

- Deposits
- Eventbrite
- Finances
- Purchase Requests
- Reimbursements

Does NOT Facilitate/Execute (contact)

- Contracts (SLIC)
- Event Requests (SLIC)
- Funding Requests (AB)
- Logistics (SLIC)
- Special Initiatives (AB)
- Travel (SLIC)

An aerial photograph of a city, likely New York City, showing a large green park area in the foreground and a dense urban skyline in the background. The text "Treasurer Role" is overlaid in the center.

Treasurer Role

Treasurer Role – More Than Just Managing Money

Visible Responsibilities - (What You Signed Up For)

- Reconciliation: Track and match your group's transactions.
- Budget Projections: Plan ahead so funds last all semester/year.
- Financial Management: Keep spending organized and transparent.

Hidden Responsibilities (What's Less Obvious)

- Compliance: Make sure all spending follows University policy.
- Details – in submitting and gathering information.
- Fiduciary Duty: Safeguard funds for current and future members.
- Risk Management: Prevent mistakes that could harm the group.

Treasurer Role – Your Leadership Moment

- Saying “no” or redirect when spending isn’t allowed or funds could be better spent is encouraged, it’s your responsibility.
- Help your group find better options to meet their goals.
- Being firm protects your group’s reputation and future funding.
- Rejected inappropriate reimbursements

An aerial photograph of a city, likely New York City, showing a large park with dense green trees in the foreground and middle ground. A river, possibly the Hudson River, flows along the left side of the park. In the background, a dense urban skyline with various skyscrapers and buildings is visible under a clear sky. The overall scene is bright and sunny.

Terms to Recognize and Appreciate Their Impact

Tax-Exemption - Explanation

What does this mean?

- Boston University is recognized as a tax-exempt, nonprofit institution under federal law. This means that when BU makes purchases that support its mission — including most student group purchases — the University does not pay sales tax on those items or services.

What does this mean, for me?

- Tax exemption isn't just a “perk” — it's a legal status that helps us keep costs down and stay compliant. Your role as a treasurer is to make sure your group follows these rules, so everyone benefits.

Tax-Exemption – in Practice

What to Know?

- If this is the first time the restaurant is working with BU, please send the business our ST-5 form before generating an invoice/quote.
- For restaurants only a tax ID number is required.

What to provide SABO?

- Upload an itemized tax-exempt invoice/quote for your Purchase Requests.

W9 - Explanation

What is it?

- A W-9 is a federal tax form that vendors fill out to provide their **legal business name, address, and taxpayer identification number (TIN)** to Boston University.
- BU uses this information to set up the vendor in our payment system.
- It's required by law so BU can report payments correctly to the IRS.

What does this mean, for me?

- No W-9, no payment: BU cannot issue checks or send electronic payments to a vendor without a completed W-9.

W9 – What to Look For

- Correct Vendor Name – Matches the name on the invoice/contract.
- Tax Classification Box Checked – (e.g., Individual/Sole Proprietor, LLC, Corporation).
- Taxpayer Identification Number (TIN or SSN/EIN) – Must be present and legible.
- Address – Must match the invoice or the address the vendor wants the check mailed to.
- Signature and Date – Must be signed and dated (not blank).
- Recent Version – Use the most current IRS W-9 form (Rev. October 2018 is the most widely used as of now).
- Make sure that the payee only puts either their EIN number or social security number on the W-9

W9 – What to Look For

Form **W-9**
Do not check any boxes.
Do not check any boxes.
Do not check any boxes.

**hequesrá for
Tanxyer .dentification Number .no
Certification**
Mud do may or viontfass aneld in ecplate the upankity.

Rox Mrd, 2018j

John A. Smith

10. Do not check this box unless you are an individual who is a partner in a partnership.

Print or type the correct tax information:

☐ Individual sole proprietor or single member LLC

☐ Exempt from backup withholding (see instructions)

☐ Partnership, S corporation, or trust

☐ Exempt from backup withholding (see instructions)

☐ Corporation (other than S corporation)

☐ Exempt from backup withholding (see instructions)

☐ Government or tax-exempt organization

☐ Exempt from backup withholding (see instructions)

6. Do not check this box unless you are an individual who is a partner in a partnership.

1. If you are a partner in a partnership, print the name of the partnership and the name of the partner.

455 Maple Str

6. Do not check this box unless you are an individual who is a partner in a partnership.

Boston, MA 02215

Post 1 Poenter: (Identification number (TIN))

Do not check this box unless you are an individual who is a partner in a partnership.

123-45-6789

11. Signature:

John A. Smith

Signature:

4/24/2024

Date:

INVOICE

John A. Smith
456 Maple Street
Boston, MA 02215

Invoice #: 1028
Invoice Date: 04/24/2024
Due Date: 05/05/2024

Bill To

ABC Corporation
752 Elm Avenue
Cambridge, MA 02139

Description	Quantity	Amount
Consulting Services	1	\$500.00
Total		\$500.00

Itemized Receipts - Explanation

What is it?

- An itemized receipt lists every product or service purchased, showing:
 - Date of purchase
 - Vendor name
 - Each item or service with price
 - Total amount

Why is it needed?

- Student organization funds come from BU and student fees — we need to show exactly how they were used.
- Itemized receipts protect your group, SABO, and BU by proving that funds were spent appropriately.

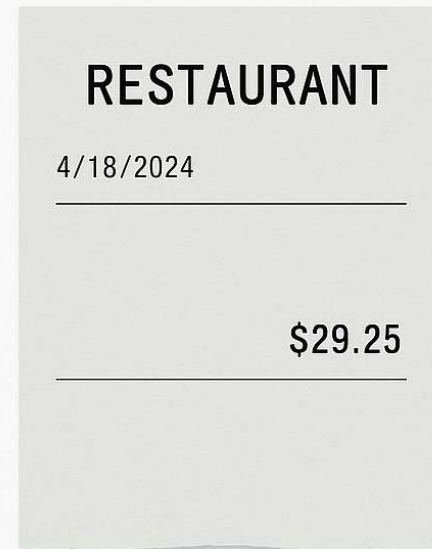
Itemized Receipts – Tips

- Always ask for an itemized receipt — at restaurants, request the detailed bill, not just the card slip.
- If you lose a receipt, ask the vendor for a reprint.
- Submit receipts promptly with your reimbursement request to avoid delays.

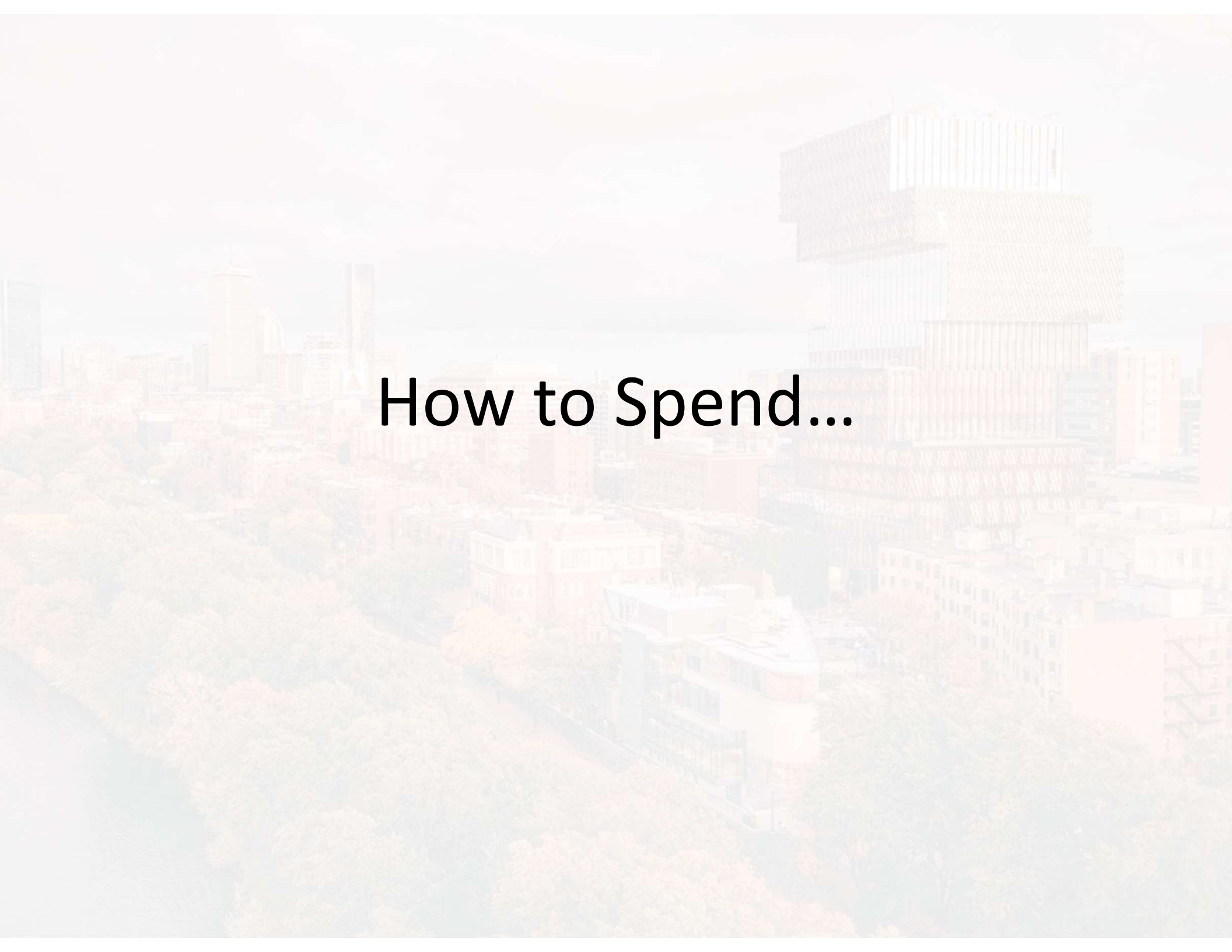
Itemized Receipts – Examples



Good



Bad

An aerial photograph of a city, likely New York City, showing a large green park area in the foreground and a dense urban landscape in the background. A prominent modern building with a unique, stacked, and cantilevered design is visible on the right side. The text "How to Spend..." is overlaid in the center.

How to Spend...

Purchase Requests (PR)

What is a PR?

- A form in Terrier Central, that groups submit when they need to purchase supplies or pay vendors, services, subscriptions, or membership dues.

Who Can Submit a PR?

- Only the President or Treasurer of the organization.

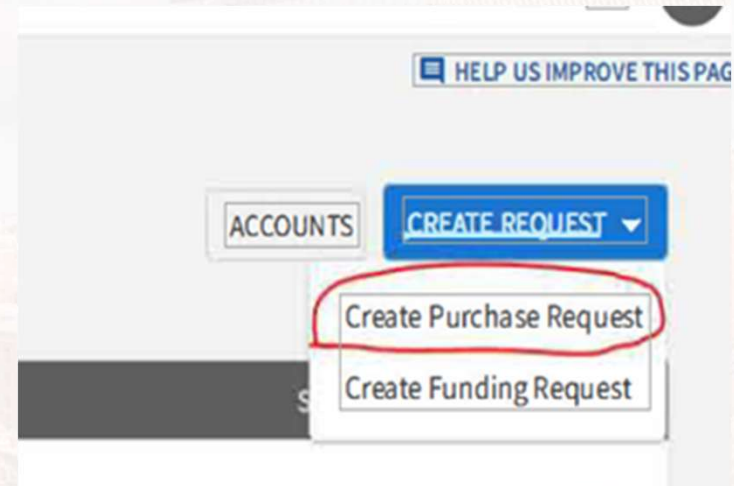
Who Funds Can be utilized with a PR?

- It's used for both organization funds as well as funding from AB.

PR – Step 1: Creation

Steps – Navigating to Create PR

1. Login to Terrier Central.
2. Navigate to your group's portal*.
3. Select finance.
4. Click – Create Purchase Request



*If you are in multiple groups, please double-check you're purchasing for the correct group.

PR – Step 2: Subject Field

Create Purchase Request

Request Details

Subject

Reminders:

- Note – one vendor per PR
- Requests will be denied if the PR does not adhere to the naming convention outlined here.

Naming Convention

- Subject title – must be in the correct format.
- General Business –
 - General Business: Current Date : Vendor's Name
 - General business: 10/10/2024 : Amazon
- Event –
 - Event Name: Event date: Vendor/Payee's name
 - Splash: 9/6/2025: Peak

PR – Step 3: Description

The More Detail the Better!

- Always add context regarding the PR –
 - What are we paying this for?
 - Websites related to vendors
 - Who are we paying? What is their status
 - Vendor type – Independent contractor, BU Staff member, companies, more

What if I Leave it Blank?

- It will be denied and because SABO operates on a first come first serve basis your request your spot in the processing que drops.

Why Do I need to Provide the Context in Such Detail?

- You're frontloading the information and delaying the back-and-forth conversations with SABO.

PR – Other Notable Items

- Amount – Should be the full amount for the vendor/request.
- Shipping address -
- Things to attach:
 - PDF of your event approval, or
 - Communication from SLIC with their approval.
 - W9 for Vendor
- Your Contact Information
 - Cell phone number should be included.
- Vendor or Payee's Contact Information:
 - Full Legal Name and Business Name on W9.
 - Email address
 - Phone number

PR – Different Types of Vendors/Payees – Approved Vendors

- Approved vendors are registered in the Guided Buying/Ariba system and are paid after we process the purchase request, generate a purchase order (PO) or requisition, and send it to them.

What's needed?

- TAX-EXEMPT invoice to be uploaded to the pr.

Example - Amazon

One of our approved vendor, instead of an invoice we need you to add a public Wishlist link, for items needed to be purchased via the PR.

PR – Different Types of Vendors/Payees – Gift Cards

Notes

- We only use one approved vendor for gift cards: Black Hawk Market.
- Cards are virtual
- Gift cards are only for student winners from a raffle, trivia, etc.
- We cannot reimburse gift cards and can only be processed through a purchase request.

Submitting a PR

- In the description of the pr state:
 - Which gift card vendor
 - Quantity & denominations
 - What event it is for
 - And when the event is over and the winners are chosen, please add in the discussion section of the PR:
 - the gift card receiver's information: name, email, and BU ID for each gift card.
 - We will also need the student's W-9

PR – Different Types of Vendors/Payees – Outside Restaurant

Notes

- Catering exemption is needed, prior to submitting a PR.
 - Exceptions – T.Anthony's and Ottos.
- Please see our website for Catering Free Zones
- Make sure to provide them with your contact information and delivery instructions.

Submitting a PR

- Upload an itemized tax-exempt invoice/quote and:
 - Vendors phone number
 - Payment Link

PR – Different Types of Vendors/Payees – Outside Restaurant

Notes

- Food tax-exemption ID:
 - 04-2103547
- Please be sure to send us receipts once the transaction is complete, we need this for our records/reconciliation.

Preferred

- EZCater – it's efficient for both parties.

PR – Different Types of Vendors/Payees – Catering on the Charles

- No PR needed.
- Charges should be reflected on your accounts by the end of the next month.

PR – Different Types of Vendors/Payees – Performer/Speaker

Notes

- Do **not** sign any contracts.
 - Authorized Parties to sign:
Margaret Babson/Sourcing

Submitting a PR

- Completed contract
- W9

PR – Different Types of Vendors/Payees – External/Independent Contractor

Notes

- This vendor type will be paid by a one-time check.

Submitting a PR

- W9
- Invoice (no tax)
- Completed ESP Form

PR – Different Types of Vendors/Payees – External Vendors

Notes

- Examples – Etsy, Home Depot.

Submitting a PR

- Ensure you are logged into the vendors website, add everything to your card.
- Provide your login information in the PR.
- If they don't have a website, we need an invoice (no-tax) and all the vendors contact information to pay for this.

PR – Different Types of Vendors/Payees – Subscriptions

Notes

- Examples – MailChimp, CANVA, WIX.
- We can only process PR for annual subscriptions. A PR needs to be submitted for each transaction, prior to the billing cycle. For anything else such as monthly please submit a reimbursement.
- Upload each receipt to the appropriate PR.

Submitting a PR

- Ensure you are logged into the vendors website, add everything to your card.
- Provide your login information in the PR.

PR – Different Types of Vendors/Payees – Parking

Notes

- Please make sure if it's for BU Parking, you contact them first before you submit a PR.
- If it's Off-Campus, we need further information including websites to pay for the spaces.

Submitting a PR

- In the description
 - Date
 - Start/End Times
 - Address of lot
 - Names of guests
 - # of passes needed.

PR – Different Types of Vendors/Payees – FitRec/PERD or internal departments

- The PR should include
 - Invoice
 - Which department to remit to.

PR – Different Types of Vendors/Payees – Charity Donation

Notes

- Must be a recognized 501 (c)(3) - It is officially registered as charitable and tax-exempt.
- Examples include food banks, educational foundations, shelters, and most major charities.

Submitting a PR

- Proof of 501 (c)(3) Status
- Donation Form
- W9

PR – Different Types of Vendors/Payees – Honoraria

Notes

- This for groups that want to compensate their guest speaker for their service, even though no agreement that they would charge the group.

Submitting a PR

- Honoraria Form
- W9
- Flier/Invitation

PR – Different Types of Vendors/Payees – BU Employee

(services outside their field of work)

Notes

- Example – An employee who works in Marketing at BU is providing music services for a student organization
- They are paid via one-time check.

Submitting a PR

- ESP Form
- Invoice
- W9

PR – Different Types of Vendors/Payees – BU Employee

(services within their field of work)

Notes

- Example – Music professor at BU is providing music services for a student organization
- Payment for this requires coordination with their department.
- Payment will be included in their actual paycheck from BU.

Submitting a PR

- Employees name
- Employees BU ID number
- Supervisor's name
- Supervisor's email
- Note if this employee is exempt or non-exempt

PR – Different Types of Vendors/Payees – BU Student

Notes

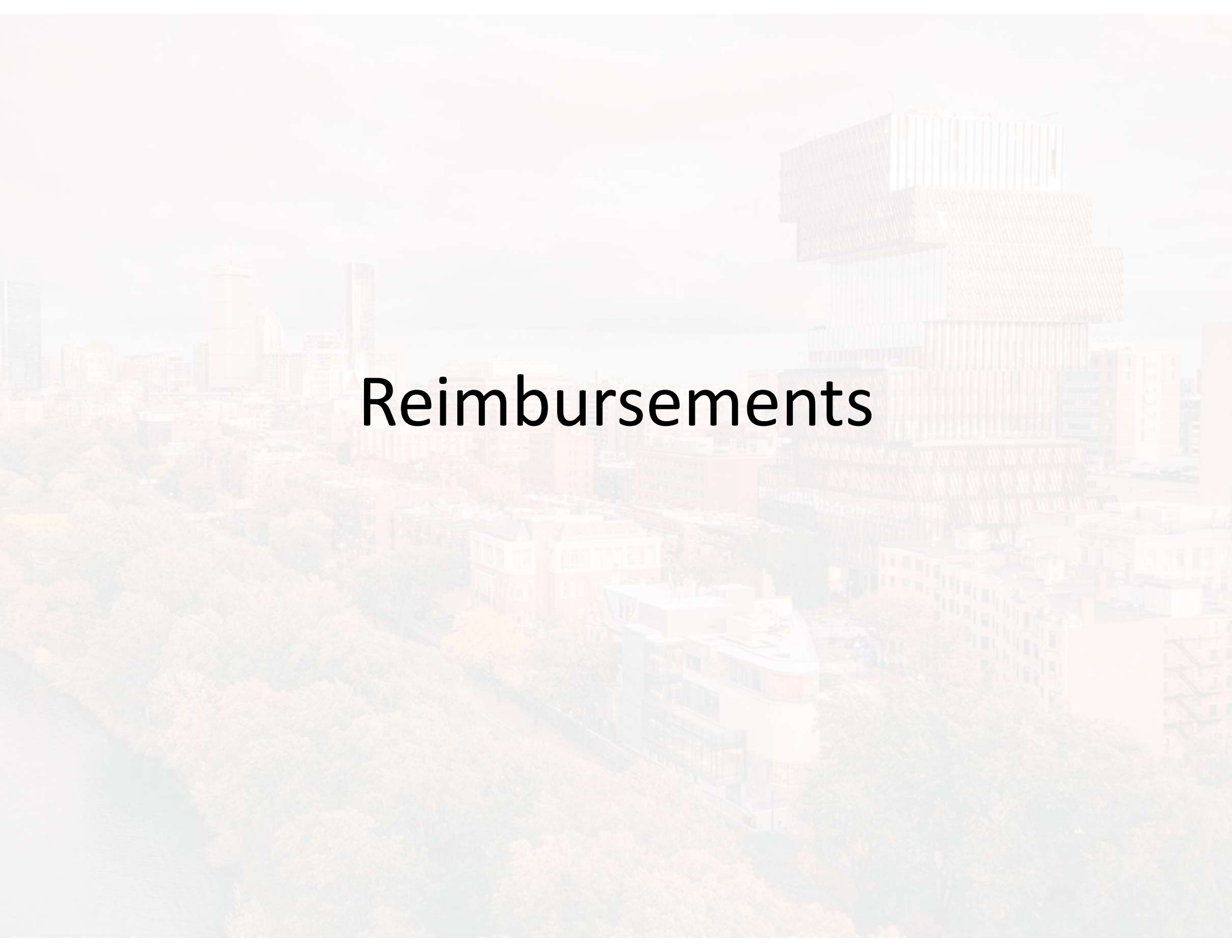
- Paid via Student Employment
- SABO Payroll Coordinator will reach out to the student for processing.
- Payroll challenges to be aware of.
 - I9
 - Union and Visa status
 - 20-hour work cap for all students.

Submitting a PR

- Students name
- Students BU ID number
- Invoice

PR - Timeline

- Processed on a first-come-first-serve basis
- Without all the information submitted as presented here, 2 things will happen:
 - Your request will be delayed
 - Or it will be denied.
- Please allow for 10-14 business days for the approval and processing.
 - This timeline may expand during peak periods (e.g., end of semester). Please plan accordingly.

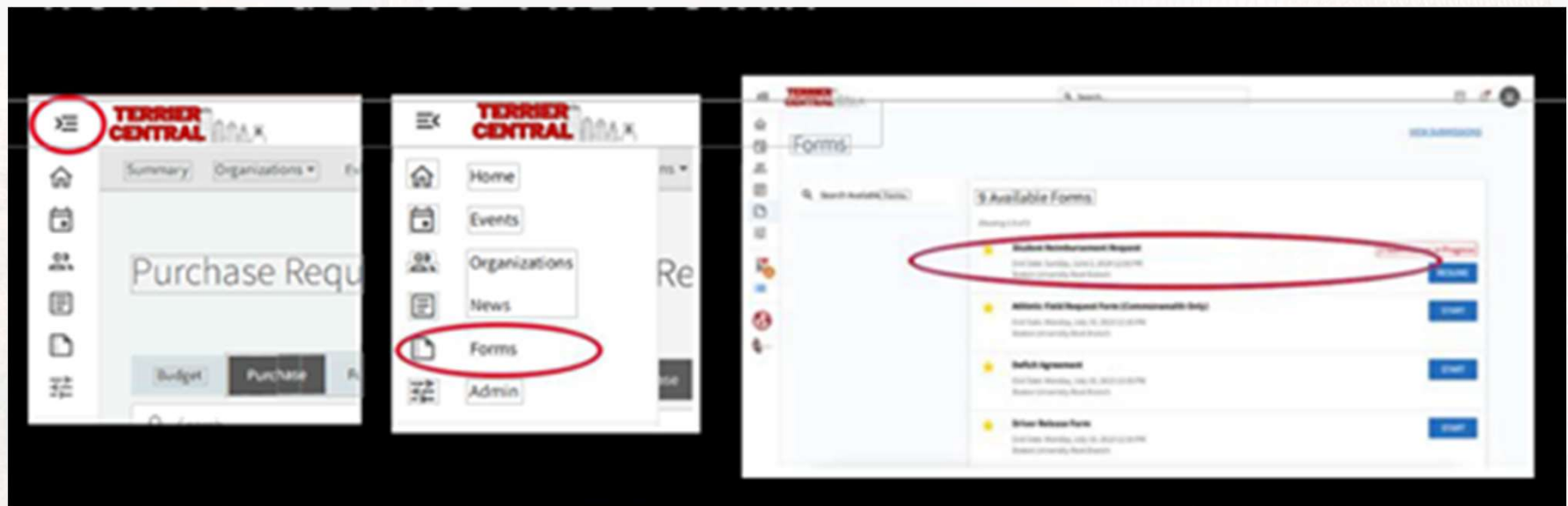
An aerial photograph of a city, likely New York City, showing a large green park area in the foreground and a dense urban landscape in the background. A prominent modern building with a unique, stacked, and cantilevered design is visible on the right side of the image. The word "Reimbursements" is overlaid in the center of the image.

Reimbursements

Reimbursements - Overview

- Student organizations are strongly discouraged from paying for items out of pocket. Whenever possible, purchases should go through SABO's standard purchasing process.
- Receipts must be submitted promptly, requests older than 30 days (effective 9/1/25) will not be accepted.
- Students need their groups approval and are personally responsible for confirming that funds are available in their organization's account before making a purchase.

Reimbursements – Navigating to the Form



Reimbursements - Notes

Requirements

- Person getting reimbursed needs to submit the Reimbursement Form on themselves.
- Approver/Reviewer – needs to be either the President or Treasurer of the Organization.
- Ensure all emails are BU emails.
- Clear/fully itemized receipt

Items that will not be reimbursed

- Alcohol
- Anything related to a contract
- Paying a Servicer
- Gift cards
- Receipts that are over 30 days old.
- Exhaustive list on website.

Reimbursements - Expectations

Process

- Reimbursement Form is submitted.
- Approver – approves/denies.
- SABO reviews.
- If approved, it goes to Accounts Payable for processing.
 - Students will be emailed at this step.
- Checks take a 4-5 business days to print.
- Checks are then brought to the GSU for pickup.
 - Students will be emailed at this step.

Timeline

- 3-week turnaround

Check Pickup

George Sherman Union

2nd Floor – Operations Desk

Monday – Friday, 12 p.m. to 6 p.m.

An aerial photograph of a city landscape. In the foreground, a large, dense forest with trees showing autumn foliage in shades of yellow, orange, and brown covers a significant portion of the lower half of the image. To the right, a prominent modern building with a unique, stacked, and cantilevered design stands out. The building has multiple levels that appear to be offset from each other, creating a stepped or terraced effect. The facade of the building is composed of vertical elements, possibly glass or metal panels. In the background, a dense urban skyline is visible, with various skyscrapers and buildings of different heights. The sky is overcast with soft, grey clouds. The overall scene suggests a blend of nature and urban development.

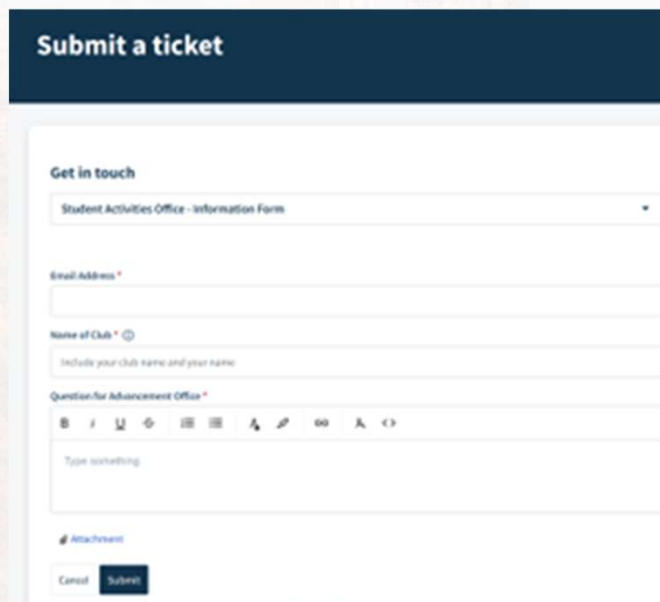
Fundraising & Deposits

Fundraising – What You Need to Know

- **You *can* fundraise — but keep these rules in mind:**
 - Not considered donations:
 - Selling items (tickets, t-shirts, merch)
 - Membership dues or fees
Deposit these funds through the SLIC office, not the BU giving website.
- **Not allowed by BU Advancement:**
 - Collecting donations via Venmo, Zelle, PayPal, etc.
 - Raffles or auctions
 - Asking companies for sponsorships without prior approval

Fundraising - Contact Gifts & Records

Submit a Ticket – via their website



The screenshot shows a web form titled "Submit a ticket" in a dark blue header. Below the header, the form is titled "Get in touch". It includes a dropdown menu currently set to "Student Activities Office - Information Form". There are input fields for "Email Address" and "Name of Club", with a note below the club name field saying "Include your club name and your name". A rich text editor for "Question for Advancement Office" is present, with a toolbar showing bold, italic, link, unlink, list, and other formatting options. Below the text area is an "Attachment" section with a file upload icon. At the bottom are "Cancel" and "Submit" buttons.

Donate via Give Campus

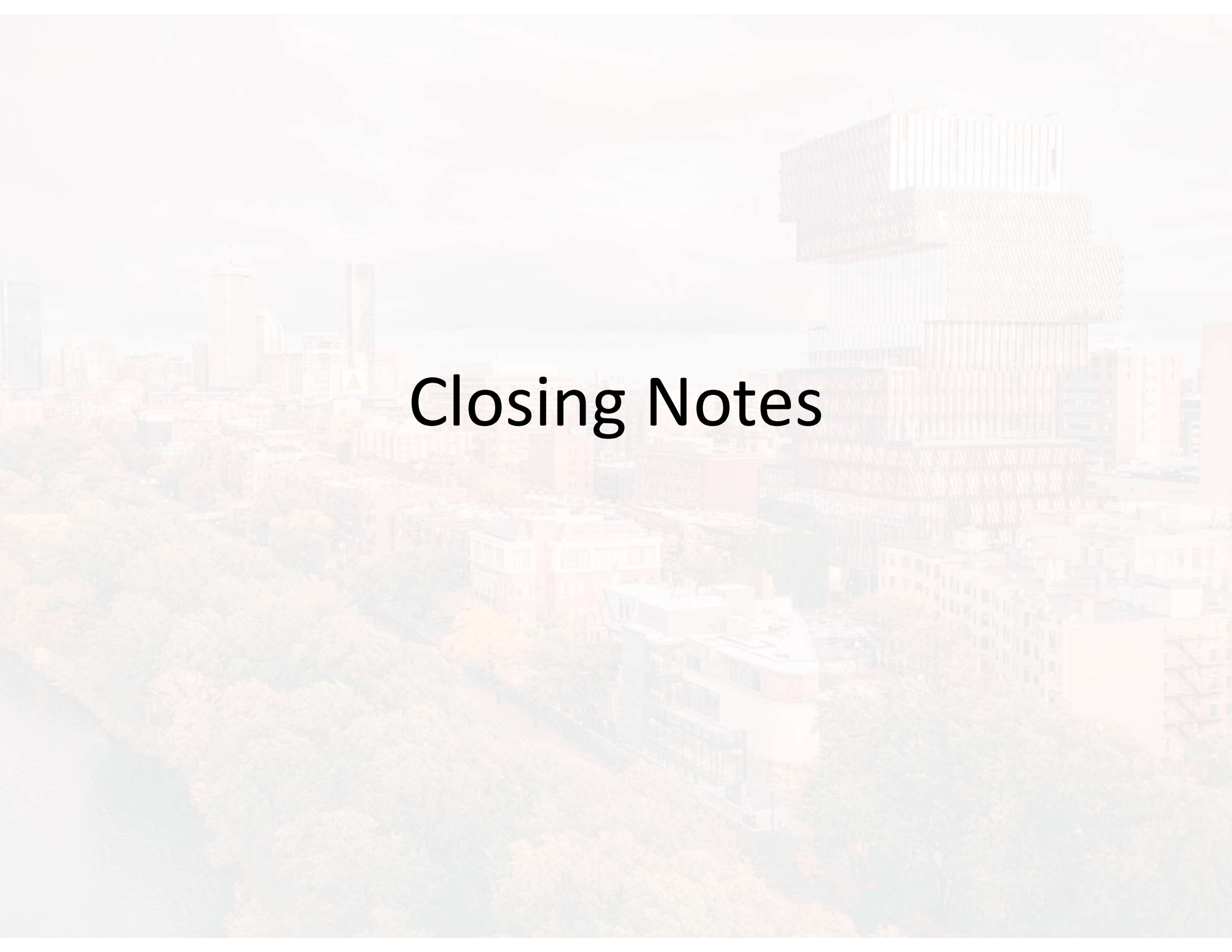
- It's important to add your 4-digit group ID to the Additional Details portion.
 - Writing in the group name delays processing.

Eventbrite

- Please make an Eventbrite page for your event if you want to make money for your student organization.
- We will get a payout on the backend which will show up in our system and then we will deposit the money into your account.

Deposits – Non-Fundraising

- Checks made payable to Trustees of Boston University.
 - NO Cash
- Bring checks to SLIC - Monday – Friday, 9 a.m. until 5 p.m.
- Complete Deposit Slip in SLIC
- Bring check and completed slip to SABO

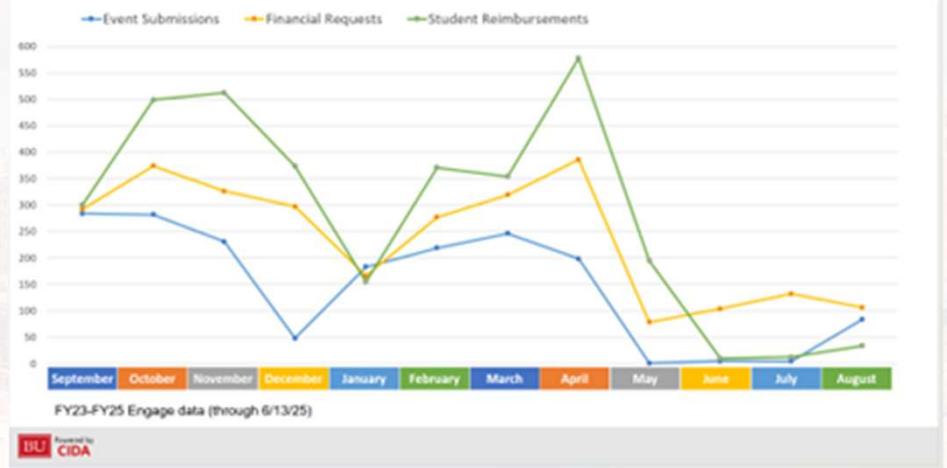
An aerial photograph of a city, likely New York City, featuring a large, dense forest in the foreground and a prominent, modern building with a unique, stacked, and cantilevered design on the right. The text "Closing Notes" is centered over the image.

Closing Notes

Planning and Doing Your Part

- Submit your event requests and purchase requests as far out as possible.
- Goal – Operations Calendar for the Academic Year
- Details are crucial

Average Engage Form Submissions by Month



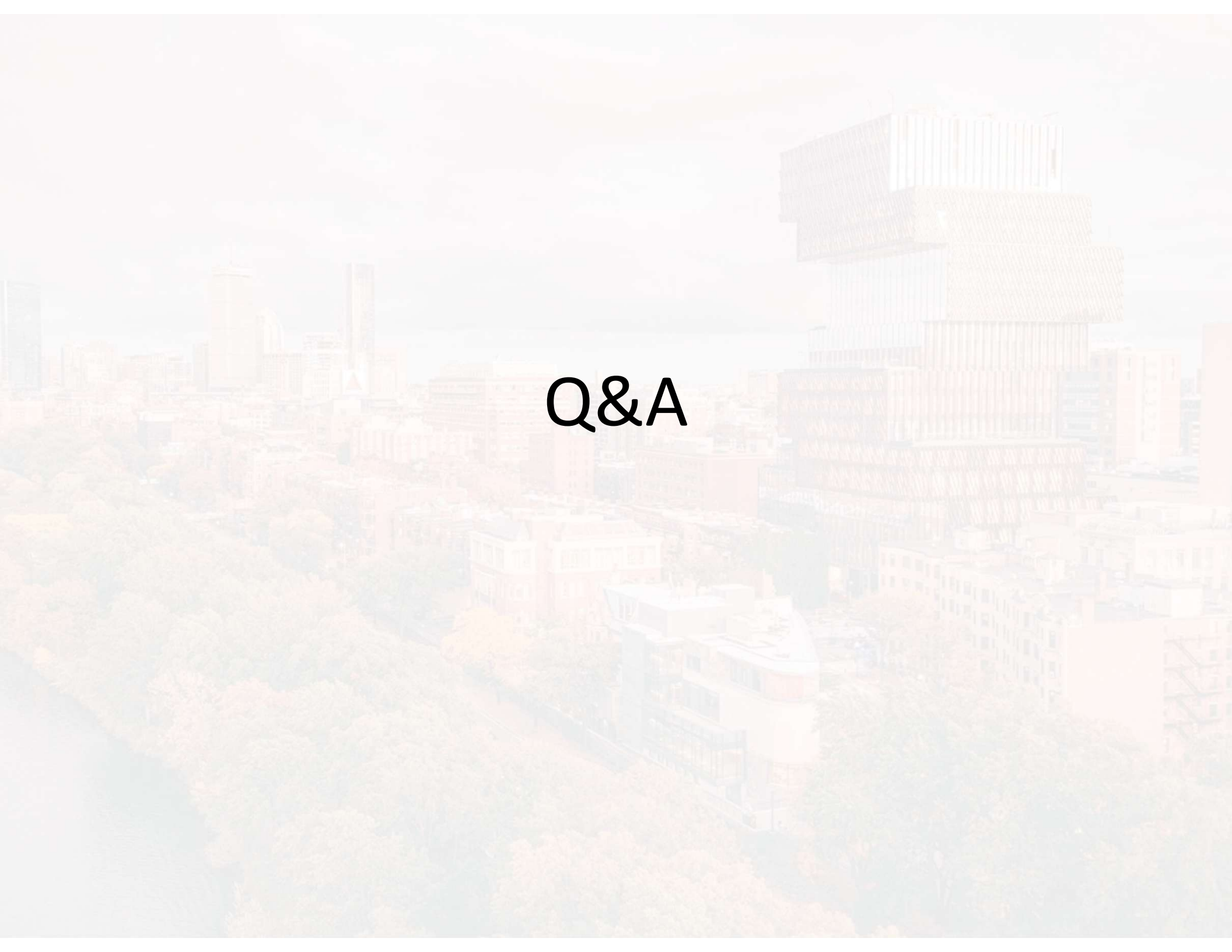
SABO – What's New/Coming Soon?

New

- Website Presence –
 - <https://www.bu.edu/student-activities/student-activities-business-office/>
- Reimbursements will be checks only.

Coming Soon

- This semester
 - Prepaid Debit Cards
 - Advisory Group
 - SABO in Social Media
 - Vendor List
- Next Year
 - New platform – we're starting in January!

An aerial photograph of Central Park and Midtown Manhattan, New York City. The park's dense green trees fill the lower half of the frame, with the Hudson River visible on the left. The city skyline, including several skyscrapers, is visible in the background under a clear sky. The text "Q&A" is centered over the image.

Q&A