

RSO Payments Cheat Sheet

Updated: 3-25-2020

AABC COVID-19 response updates:

- Reimbursements/payments may take several extra business days due to slowed process time
- Cash outs, deposits, and cash boxes are unavailable until otherwise noted due to building closure
- Please regularly check email for follow up on forms to avoid longer process time

Payment Authorization tips:

- Check CORE first! Remember, CORE does not include payment requests in transit
- No OSU ID number = no way to pay vendor (ask for help find number/how to set up a vendor)
- Payments to companies MUST include Invoice (not quote/estimate/confirmation)
- Receipts MUST show the item was paid for and what it was
- Lost receipt? Lost Receipt Affidavit MUST be signed by ELA authorities
- Paying someone back for traveling? Must include outline for mileage rates
- Check email for possible follow up questions
- DO NOT REPEAT ACCOUNT CODES. Condense all amounts with same code on single line
- JV requests MUST have department index and your index
- Cannot reimburse yourself/someone who did not pay for goods/services

Payment Authorization account codes:

Acct code	Description	Examples
28612	Hosting Groups & Guests	Food for club, party supplies
20102	General Operating Supplies	Items/supplies for club use
39119	Group Travel - Domestic	Multiple airline tickets, food while traveling
39117	Non-Empl Travel - Domestic	Single airline ticket, food while traveling
28601	Conference Registration Fees	Conference fee
24606	Printing & Publishing	Printing and Mailing fee
24199	Miscellaneous Rentals	Renting items for club
28901	Dues & Memberships -Program Related	Membership fee
28613	Public Relations/Fund Raising	Club apperal, food/items for resale
20200	Minor Equipment	Reusable items that stay with club
24612	Business Advertising & Promotions	Stickers, posters
28610	Entertainment	Tickets to shows/events
24599	Other Professional Services	Paying for services for club
20169	Awards & Prizes - Non-Employee	REQUIRES ID NUMBER- gift cards, cash equivalents

Cash Advance Tips:

- Only use if club cannot afford to buy first/ an invoice is not available
- KEEP ALL RECEIPTS
- Request over \$400 must be signed by ELA authority
- Request over \$400 is check/direct deposit only
- Unused funds? Deposit using your fund (ask for help if needed) and account code A3150
- Over spent advance? Turn in payment authorization to reimburse overage amount
- Reconcile in under TWO WEEKS from date of advance to avoid possible taxation on funds
- Receipt of advance does not have to be a budget authority
- Cannot give advance to yourself