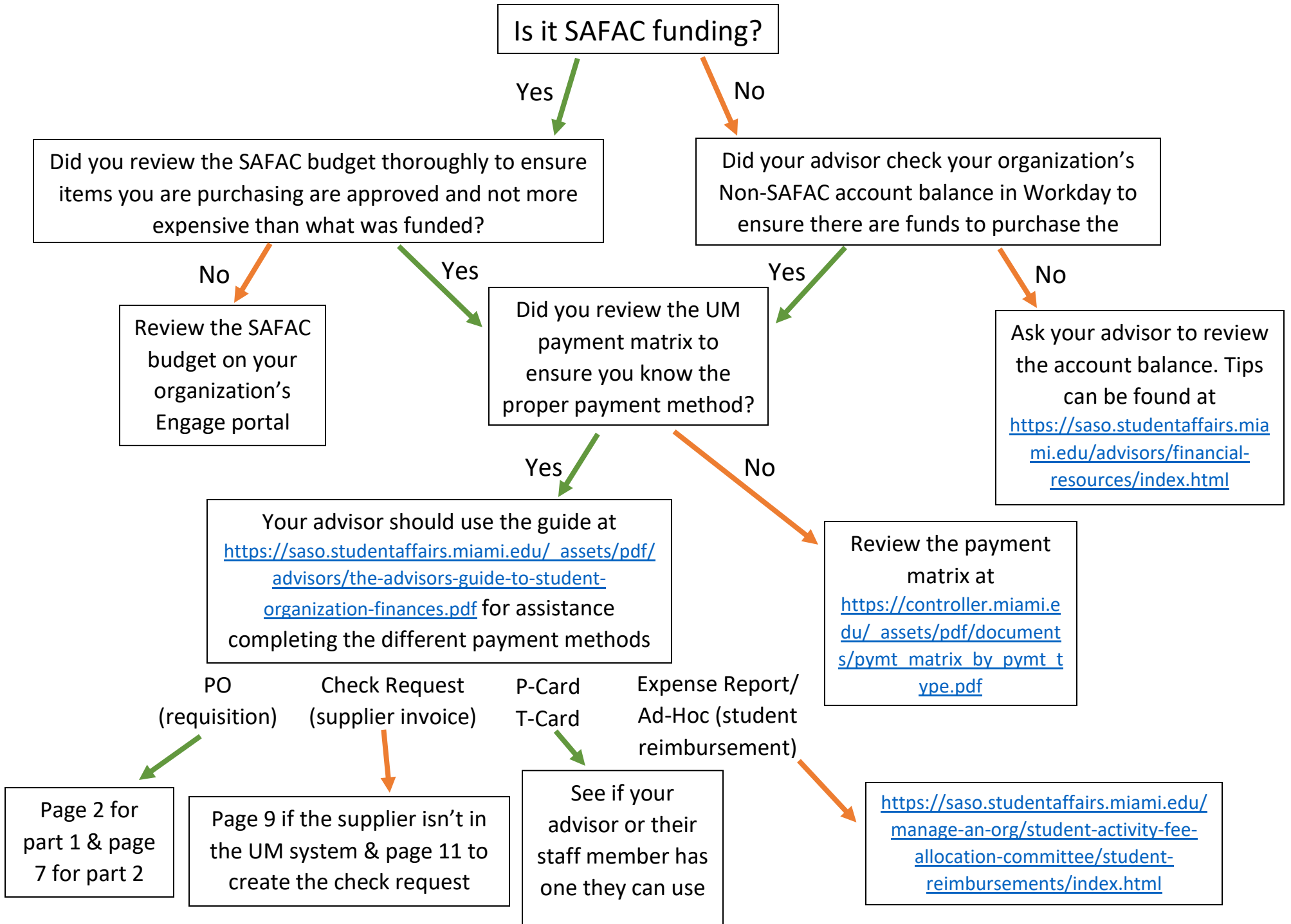


My organization has funds. How do we spend it?

There is no way to withdraw University money like a normal account. You must follow the appropriate University approved payment methods. Please review the payment matrix that indicates the appropriate methods for purchasing below. Failure to use the appropriate method may result in no payment/reimbursement. Questions about the payment matrix should be directed to the Purchasing Department at 305-284-5751.

Resources:

- Purchasing Department: www.miami.edu/purchasing
 - Payment Matrix: https://controller.miami.edu/assets/pdf/documents/pymt_matrix_by_pymt_type.pdf
 - Trainings: <https://www.purchasing.miami.edu/training/resources-and-tutorials/index.html>
- Student Activities and Student Organizations: www.miami.edu/saso
 - COSO: www.miami.edu/coso
 - SAFAC: www.miami.edu/safac
 - Student Reimbursements: <https://saso.studentaffairs.miami.edu/manage-an-org/student-activity-fee-allocation-committee/student-reimbursements/index.html>
 - Student Organization Advisors: <https://saso.studentaffairs.miami.edu/advisors/index.html>
 - Financial Resources: <https://saso.studentaffairs.miami.edu/advisors/financial-resources/index.html>
 - Student Organization Handbook: <https://saso.studentaffairs.miami.edu/assets/pdf/student-organization-handbook/student-organization-handbook.pdf>



Is it SAFAC funding?

Yes

No

Did you review the SAFAC budget thoroughly to ensure items you are purchasing are approved and not more expensive than what was funded?

Did your advisor check your organization's Non-SAFAC account balance in Workday to ensure there are funds to purchase the

No

Yes

Yes

No

Review the SAFAC budget on your organization's Engage portal

Did you review the UM payment matrix to ensure you know the proper payment method?

Ask your advisor to review the account balance. Tips can be found at <https://saso.studentaffairs.miami.edu/advisors/financial-resources/index.html>

Yes

No

Your advisor should use the guide at <https://saso.studentaffairs.miami.edu/assets/pdf/advisors/the-advisors-guide-to-student-organization-finances.pdf> for assistance completing the different payment methods

Review the payment matrix at https://controller.miami.edu/assets/pdf/documents/pymt_matrix_by_pymt_type.pdf

PO (requisition)

Check Request (supplier invoice)

P-Card T-Card

Expense Report/Ad-Hoc (student reimbursement)

Page 2 for part 1 & page 7 for part 2

Page 9 if the supplier isn't in the UM system & page 11 to create the check request

See if your advisor or their staff member has one they can use

<https://saso.studentaffairs.miami.edu/manage-an-org/student-activity-fee-allocation-committee/student-reimbursements/index.html>