Santa Clara University

SANTA CLARA UNIVERSITY – SCHOOL OF LAW

Law Fiscal Operations

Policy and Procedures Manual

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Introduction

Law Fiscal Operations strives to serve all faculty, staff, and students of Santa Clara University School of Law efficiently and accurately. The Law Fiscal Operations Policy and Procedures Manual provides the Law School community with a written record of approved and current Fiscal Operations policies and procedures. This manual is provided to facilitate transactions between the Law School community and the University Finance Office.

This policy manual contains polices and procedures that are generally applicable to more than one department. Departments and groups with specific needs should always seek the advice of Law Fiscal Operations.

The Policy and Procedures Manual will be updated frequently, please see the LFO ClaraNet site, emails, and memorandums for updates. The most recent policy manual can always be found on the Law Fiscal Operations ClaraNet site.

Portions of this manual refer to ClaraNet and the LFO ClaraNet site interchangeably. Please note that all references to ClaraNet indicate the LFO ClaraNet site, unless otherwise noted.

General Policy

Policy:

1. Business Related Purposes - All Payments, reimbursements, and purchases must be for the business related purposes of the law school, the law school department, or a legitimate student activity. All expenses must be ordinary, necessary, and reasonable:
    a. Ordinary-All expenses for payment must be for the ordinary benefit of the law school, the department, or the student group. No such expense should be for purposes of capital improvements. Examples of such ordinary expenses may include business travel (lodging, meals, and transportation), supplies, reproduction, phone, and postage.
    b. Necessary-To be considered a necessary expense, each expense must be in accordance with the department's mission or the student group's business plan that was established at the beginning of the budget year. Such expenses should not include donations or extravagant gifts.
    c. Reasonable-All expenses must be reasonable. Purchases must be at fair market value. All travel expenses must be in accordance with the University Travel Policy[1] and the standards set forth in this manual. Any travel expenses over and above University Policy, or lodging rates exceeding the rates established by the Federal Per Diem Committee[2] will be deemed unreasonable. Any business related expense that is considered extravagant or results in substantially more than earlier authorized by the supervisor or treasurer, will be deemed unreasonable.
2. This manual will be updated frequently, please see the LFO ClaraNet site, emails, or memorandums for periodic updates
3. Documents that lack the required information may be returned for further clarification. Student documentation will be returned to the student's Bannan folder. Please keep a copy of your request.
4. Please submit requests to Law Fiscal Operations once to avoid duplication of efforts.

[1] http://www.scu.edu/purchasing/handbook/travelpolicy.html
[2] Domestic: http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd05d.html
Foreign: http://www.state.gov/m/a/als/prdm/c16476.htm

Important Notices

1. No faculty, staff, or student should make arrangements, or agree to pay independent service providers without the approval of the Sr. Assistant Dean for Finance and Administration. This applies to ANY agreement to pay an individual for services provided, lectures, independent contracting, stipends, and/or gifts
2. Individuals providing services to the University must be hired through Human Resources or processed through the University's temporary agency
3. Independent contractors and guest speakers must be PRE-APPROVED, (see **Independent Contractors** and **Guest Speakers)**
4. Supplemental payments to current faculty, staff, or students must be pre-approved
5. All payments to self-employed individuals must be pre-approved by the Sr. Assistant Dean for Finance and Administration
6. No faculty, staff, or student may pay an individual for services provided and later seek reimbursement
7. Do not make arrangements to pay an individual without first seeking the advice of Law Fiscal Operations
8. SCU faculty, staff, and students who have contact with prospective visitors, new faculty or staff, or other claimants, must distribute relevant portions of this manual to those individuals prior to expending or committing University funds.

Reimbursements

Policy:

1. Reimbursing authorized claimants is the least preferred method of Law School accounts payables. Reimbursement claims generally raise a higher level of scrutiny among auditors. Reimbursing claimants also does not provide a clear record of vendor payments because the payee was a reimbursed claimant. This precludes accounts payable from cross-referencing such invoice payments if disputed by the vendor. Therefore, reimbursements should not be for purchasing assets, capital improvements, paying for large catered events, or payments to individuals or vendors
2. All reimbursement claims are also subject to audit and disapproval by Law Fiscal Operations, the University Finance Office, and the California Franchise Tax Board. If a reimbursed expense is later deemed inappropriate, the University has the authority to report such reimbursement as income (via W2 or SF 1099) or seek a refund from the paid claimant
3. Claimants will be reimbursed for actual expenses, not for the value of the expense
4. LFO will reimburse the lesser amount of receipts submitted, or amount claimed
5. Reimbursements cannot be later deducted by the claimant in a tax deduction, or reclaimed at a different institution. The claimant must make every effort to obtain an original receipt; however, if the original is unavailable, the claimant has the burden of seeking a faxed copy of the original receipt from the vendor. The claimant should handwrite an explanation on the faxed copy
6. Reimbursement requests lacking the required documentation will not be processed

Procedures:

1. Reimbursements to Legitimate Claimants Require:
   a. A completed business expense form (or equivalent memoranda) including the exact fund to be charged
   b. Signature of both claimant and supervisor
   c. The business purpose of the expense
   d. **Original** receipt substantiating the expense
   e. Original receipts are not credit card statements, bank statements, cancelled checks, or unpaid invoices. If you are unsure of how to obtain documentation for an expense, please seek the advice of LFO before incurring the expense
   f. Claimants are responsible for contacting vendors to obtain proof of payment
   g. Tape all receipts to a blank piece of paper, being careful not to tape over the amount or description
   h. Copy all materials for LFO, and make an additional copy for your reference
   i. Submit originals and one copy to LFO
   j. Pre-payments may also require a copy of the credit card statement

Disbursements

Policy:

1. The only agent authorized by the University Finance Office to disburse funds is the University Cashier's office and the Office of Accounts Payable. **No other staff, faculty, or student is authorized to disburse funds to a third party service provider**. Furthermore, SCU constituents are not authorized to obtain cash advances, on behalf of, or to pay, a third-party service provider or another SCU constituent
2. No SCU constituent is authorized to pay an individual for services performed and later seek reimbursement
3. No SCU constituent may make **ANY** arrangement to pay an independent service provider without the approval of the Sr. Assistant Dean for Finance and Administration
4. Prepayments to vendors are discouraged, but when necessary, a prepayment may be authorized only with a source document from the vendor, indicating the amount owed
5. Budget managers are responsible for setting up billing arrangements, and communicating with vendors. LFO cannot serve as an intermediary between you and your vendor

Procedures:

Payments to vendors require:

1. An original invoice (copies will not be accepted) with full payee information, including social security number (sole proprietor) or tax identification number
2. An invoice is not a statement, quotation, or contract. An invoice will have a unique invoice number
3. Description of the items shipped
4. Amount of payment
5. The department fund distribution
6. Annotated business purpose
7. The supervisor or treasurer signature approving the payment
8. Copy all materials and submit to LFO
9. If the vendor requires a portion returned with payment, please provide an additional copy of the invoice
10. All invoices must be turned in to Law Fiscal Operations within three days of the invoice date to ensure timely payment to the vendor
11. No payments will be processed without a source document from the vendor

Authorization

Policy:

1. Faculty, Instructors, Assistant Deans, and Deans:
    a. Faculty members are asked to utilize the Faculty Support Office when submitting paperwork and/or completing payment requests
    b. Individuals who receive support budget allocations for business related purposes must seek reimbursement, or submit invoice payments in accordance with this policy and the current support budget guidelines as provided by the Dean
    c. All asset purchases (furniture, laptops, computers, etc.) must be pre-approved by the Sr. Assistant Dean for Finance and Administration and should be directed to Law Fiscal Operations or the Law Computing Department for technology requests, with documentation of approval
    d. Per university policy, individuals herein must submit reimbursements to the next level supervisor, unless funding is provided outside of the support budget allocation of the individual claiming reimbursement
2. Staff
    a. All reimbursements, invoice payments, procurements, and other business related expenses shall be pre-approved by department supervisors or relevant budget managers
    b. Major furniture purchases, assets, or renovation projects should be pre-approved by the Sr. Assistant Dean for Finance and Administration
3. Students, Law Student Organizations
    a. Major furniture purchases, assets, or renovation projects should be pre-approved by the Sr. Assistant Dean for Finance and Administration
    b. All students planning to travel for business related purposes are required to submit an informed consent form to the student services office one week prior to the departure of the trip. Travel reimbursements must be accompanied by approved informed consent forms
    c. All reimbursements, invoice payments, procurements, and other business related expenses shall be pre-approved by department supervisors, or student treasurers. The president of a student organization is authorized to sign the reimbursements of the treasurer only
    d. Any misconduct, including violation of policies and procedures, will result in suspension of individual or student group activity as it relates to Law Fiscal Operations
    e. The treasurer will be the sole individual responsible for disseminating information and communicating with Law Fiscal Operations. All other student group members and officers should direct inquiries to the treasurer
    f. Student groups understand all funds, whether designated by the SBA or raised by the efforts of the group, ultimately belong to Santa Clara University

Payment Processing

Policy:

1. Law Fiscal Operations will process all completed reimbursements and payment requests within three days of receivership. Incomplete requests, requests requiring additional clarification, and those over $2,000 will require additional processing time
2. Current turnaround time to process a check is approximately two weeks from the date completed paperwork is received by Law Fiscal Operations. Payments and reimbursements should be mailed out in 10 business days. Some reimbursements and disbursements, including those over $2,000 require additional approval and processing time. Please plan accordingly
3. LFO cannot confirm dates checks are mailed or received, please allow 13 business days before checking the status of your request
4. Checks are mailed to the address on file
5. Direct deposit for reimbursements is available for faculty and staff of Santa Clara University. Once direct deposit for reimbursements is set up, Law Fiscal Operations cannot process a check reimbursement

Procedures:

1. Payments with special processing requirements should be clearly noted when submitted to LFO.
2. Please wait a minimum of 13 business days from date completed paperwork is received by LFO before checking on the status of your request.
3. Direct Deposit:
    a. To set up or update your direct deposit information, mail the following information to the Manager of Accounts Payable, Khanh Chau:
        i. Your name, phone number, email account (for email notification), bank name, bank account number, Bank ABA/Routing Number (located between the **|:** symbols on your check) - Ex: **|:** 123456 **|:**, and whether this is a checking or savings account
    b. Please note that if you change your payroll information, you must also update your direct deposit information with Accounts Payable. Failure to do so will result in your direct deposit being sent to your old account
    c. Accounts payable will notify the employee by email each time a reimbursement payment has been sent to the direct deposit account
4. If a special circumstance warrants, LFO will hold a check for pickup, please indicate the requirement on the request
5. To update your mailing address, please include your new mailing address on your business expense form, and make a note to indicate the change
6. Direct deposit information should always be updated with the University Finance Office and Human Resources

Tax Implications: Reimbursements and Payments
Policy: 1. California sales tax will be added to all invoice payments and reimbursements claimed that do not clearly charge California state sales tax. Amounts will be paid directly to the California Franchise Tax Board. If a portion of the sales tax is paid, only the remainder will be charged to the department. 2. In the case of honorarium or independent contractor payments, the University Finance Office may be required to withhold a portion of the payment for services rendered to the University within the State of California
Procedures: 1. In the case of honorarium or independent contractor payments, form W-9 should be completed (also located on ClaraNet) and would require the third party to fill out prior to requesting payment[3] 2. Non-resident alien payees: Internal Revenue Code section 1441 requires 30% federal income tax withholding on compensation for independent personal services of a non-resident alien individual. To claim an exemption, the individual and hiring agent must complete for 8233[4] and submit to the IRS. Follow the instructions completely. After 10 days, submit proof of mailing, copy of form, and form W-8BEN[5] along with additional required and completed paperwork to LFO for processing

[3] http://www.scu.edu/finance/forms/index.cfm
[4] http://www.scu.edu/finance/forms/index.cfm
[5] http://www.scu.edu/finance/forms/index.cfm

Wire Transfers
Policy: 1. Wire transfers are intended to pay organizations and sometime individuals who cannot receive payment by check 2. Wire transfers are not a preferred method to pay individuals, and may not be processed for individuals residing in the United States
Procedures: 1. Type the required information in the wire transfer form[6] 2. Email the completed form to the Assistant Manager of Law Fiscal Operations 3. To send wires, the following information is required: a. Bank name b. ABA number c. Account number d. SWIFT code (for international wires) e. In the CHARGES section of the form, specify the amount, in US dollars to be paid (wired) to external party f. **REQUIRED: In the SPECIAL INSTRUCTIONS section, indicate the currency exchange rate if the wire is a foreign transaction 4. To receive wires, give the payor SCU's information: a. Santa Clara University, Bank of America b. ABA# (Call Yin Zhang ext. 5138) c. FBO Santa Clara University d. Account # (Call Yin Zhang ext. 5138) e. International Swift Code: BOFAUS6S f. Bank address: 125 Market Street, San Jose, CA 95113 g. Inform Yin Zhang the amount to be received, and the fund to be credited

[6] http://www.scu.edu/finance/forms/index.cfm

Independent Contractors
Policy: 1. Independent contractors should not be current staff, students, or faculty members of the University 2. Payments to SCU faculty, staff, and students must be processed through Human Resources and should be pre-approved 3. Prospective independent contractors cannot commence work until the University Finance Office has approved the request 4. All independent contractor relationships must first satisfy the provisions of SCU policy 208[7] 5. California resident independent contractors must furnish social security numbers and are issued a 1099 at the end of the year 6. Non-California residents may be subject to 7% withholding 7. Non-resident aliens will be subject to 30% withholding without proof of tax treaty exemption[8] (see **Tax Implications**) 8. Individuals performing services abroad need not process an independent contractor agreement 9. If the independent contractor request is denied, the individual may be processed through the University's temporary agency. Please see Human Resources
Procedures: 1. Read the independent contractor guidelines[9] 2. Fill out the independent contractor request BEFORE entering an agreement with the prospective service provider, submit to the University Finance Office with the requestor's contact information[10] 3. Only after approval by the University Finance Office, once UFO has returned the approved form to the requestor, fill out the independent contractor agreement[11] 4. Fill out the applicable sections of the W-9 form and attach to the entire packet[12] 5. If the individual is a foreign or non-resident alien payee, the payee should fill out a W-8 and IRS form 8233 prior to requesting payment to prove tax exemption 6. Once complete, submit all materials to LFO for processing

[7] http://www.scu.edu/humanresources/policy/208.cfm?menu=200
[8] http://www.irs.gov/pub/irs-pdf/f8233.pdf
http://www.irs.gov/pub/irs-pdf/fw8ben.pdf
[9] http://www.scu.edu/finance/forms/index.cfm
[10] http://www.scu.edu/finance/forms/index.cfm
[11] http://www.scu.edu/finance/forms/index.cfm
[12] http://www.scu.edu/finance/forms/index.cfm

Guest Speakers/Honoraria
Policy: 1. The guest speaker/honoraria request must be submitted to and approved by the University Finance Office prior to agreement with prospective speaker 2. The guest speaker should be hired for a specific event 3. The guest speaker should not be a current SCU employee 4. The guest speaker should not be hired on a continuing, recurring, or long-term basis 5. Non-resident alien speakers must be able to provide documentation of legal right to work in the United States
Procedures: 1. All honorarium payments to guest speakers require an award letter from the department/student group: a. Addressed to the payee's home address (or address known by the IRS) b. Annotating the business reason for the visit, and c. The amount of the honorarium 2. Fill out the Guest Speaker/Honoraria approval form and submit to the University Finance Office with your contact information BEFORE entering agreement with prospective speaker[13] 3. If approved, UFO will return the form to you 4. Fill out the applicable sections of the W-9 form and attached to the packet[14] 5. If the individual is a foreign or non-resident alien payee, the payee should fill out a W-8 and IRS form 8233 prior to requesting payment to prove tax exemption[15] (see **Tax Implications**) 6. Once completed, submit all material to LFO for processing

[13] http://www.scu.edu/finance/forms/index.cfm
[14] http://www.scu.edu/finance/forms/index.cfm
[15] http://www.irs.gov/pub/irs-pdf/f8233.pdf
http://www.irs.gov/pub/irs-pdf/fw8ben.pdf

Travel Advances

Policy:

1. The Law School will reimburse authorized claimants for actual expenditures, therefore, per diem should be authorized only under special circumstances and must be pre-approved, in writing, by the claimant's supervisor. A copy of this approval should be submitted with the reimbursement request
2. Travel advances are intended to cover large travel expenses that are both reasonable and necessary for the legitimate purpose of the business trip
3. Travel advances are generally processed for claimants traveling for an extended period of time, who will incur substantial expenses before a travel reimbursement can be processed
4. Travel advances are available to faculty and staff only. Students and non-SCU constituents may not receive a travel advance
5. Faculty and staff who receive a travel advance must submit a travel settlement (business expense report) within 5 business days of completing travel
6. The travel settlement must have substantiating original receipts, in accordance with this policy, and the travel advance must be clearly deducted from the final claim
7. Receipts for advances that are reimbursed must be repaid to the University, or will be deemed income to the claimant and reported on the recipient's W-2
8. Per diem advances must be cleared by submitting proof of travel for the dates specified

Procedures:

1. Request the advance:
   a. Submit a memorandum, signed by the claimant's supervisor, requesting the advance, and the amount of the request
   b. Attach a budget of proposed expenses for the advance
   c. Per diem advances/reimbursements must clearly list what the per diem is intended to cover
2. Clear the advance:
   a. Faculty members are encouraged to utilize the Faculty Support Office for processing reimbursements
   b. Carefully tally your expenses and record them on a business expense form
   c. Lodging, meals, and transportation must be totaled in the respective categories on the business expense form
   d. Un-reimbursable expenses should not be claimed, and will be deducted
   e. Clearly mark the amount of the travel advance to be cleared on the business expense form
   f. Carefully follow travel and reimbursement procedures
   g. If an amount is due to the claimant, a check will be issued
   h. If an amount is due to SCU, please make a check payable to SCU in the amount owed, or request LFO to inform you of the amount due
   i. Per diem advances may be cleared by submitting proof of the dates you traveled. This step can usually be accomplished by clearing the hotel advance or reimbursement, showing the dates you have traveled, but MUST be indicated on your advance clearing paperwork

Travel

Policy:

1. A completed business expense form is required for each traveler
2. All expenses must be reasonable and necessary. Examples of un-reimbursable travel expenses include, but are not limited to:
   a. Travel insurance
   b. Excessive or unauthorized expenses
   c. Cleaning costs
   d. Other personal costs, such as movies or entertainment
   e. Frequent flier miles (no actual cost to the claimant)
3. Original receipts from the vendor indicating the amount, how it was paid, description, and a $0.00 balance, are **required** for all expenses, and do not include:
   a. Bank statements
   b. Credit card statements
   c. Unpaid invoices
   d. Cancelled checks
4. Travel reimbursements must also follow the reimbursement policy and procedure contained in this manual
5. Students – An informed consent form must be completed and on file with the office of Student Services for each traveler PRIOR to travel. Students traveling without a completed form are traveling without authorization and may not be reimbursed
6. Additional information can be found in the University's travel policy[16]

Procedures:

1. Airfare:
   a. Airfare may be charged directly to your fund by contacting: Nancy Ganz Lindley, Travel With Me ($20 fee per ticket)[17]
   b. If claiming reimbursement, obtain an original receipt from the vendor and submit, with necessary and appropriate forms, once travel is completed
2. Hotel
   a. The university has secured discount rates for many local hotels[18]
   b. Hotel accommodations must be reasonable; extravagant hotels and special rooms will not be reimbursed
   c. Accommodations should never exceed the maximum rates set forth by the Per Diem Committee[19]
   d. Hotel arrangements are the responsibility of the traveler, and will be reimbursed, with an original, itemized hotel bill from checkout, once the travel is completed
3. Business meals, transportation, and other expenses

[16] http://www.scu.edu/purchasing/handbook/travelpolicy.html
[17] tvlwithme2@aol.com - Ph: 408-559-8331
[18] http://www.scu.edu/purchasing/New%20Local%20Hotel%20Info%20Sheet.xls
[19] Domestic: http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd05d.html
Foreign: http://www.state.gov/m/a/als/prdm/c16476.htm

   a. Provide original receipts for reimbursement
   b. Students – Business meals should not exceed $30 per day, or $7 breakfast, $10 lunch, and $13 dinner, and must be adjusted for partial days. Alcohol is not reimbursable
   c. Faculty/Staff – Business meals may not exceed daily per diem amounts set forth by the university
4. Rental Car
   a. Faculty/Staff – if your travel necessitates a rental car and one has been approved by your supervisor:
      i. Economy class rental cars will be reimbursed
      ii. Submit an itemized original receipt along with appropriate forms
5. Carefully itemize all expenses on a business expense form for travel
6. Tape all receipts to a blank piece of paper, being careful not to tape over the amounts or descriptions
7. Obtain the proper approval, make a copy of all materials and submit original receipts and copies to Law Fiscal Operations
8. Incomplete business expense forms will be returned (please see **Reimbursements**)

Risk Management

Policy:

1. Student Organizations must contact the office of Student Services before planning an event
2. Each event should be part of a general subordinate business plan in accordance with the law school's mission. The event coordinator should account for all incoming revenue and outgoing expenses. A business plan should be authorized by the Dean or Assistant Dean of the relative program prior to obligating any law school or student organization funds
3. A copy of all prospective contracts must be on file with Law Fiscal Operations

Procedures:

1. Certificates of Insurance – Please submit to University Finance Office
    a. Requesting organizations contact info, including:
        i. Name, address, phone and fax number, and contact name
    b. Dates the certificate is to be effective
    c. Date certificate is needed (2 weeks minimum)
    d. Does the organization require it to be named additionally insured
    e. Types of coverage requested and amount limits
    f. SCU requestor, including: contact person, phone and fax number
    g. Copy of the written contract section specifying insurance coverage
2. Please see the risk management page for further information, including contacts for certificates of insurance[20]

[20] http://www.scu.edu/finance/risk/index.cfm

Revenue

Policy:

1. Before Soliciting donations of any kind, contact the Law Alumni Department
2. Law Fiscal Operations does not process donations
3. Deposits must be processed using the appropriate deposit form: cash, checks, or credit cards
4. Fundraising events should be coordinated with the Law Alumni Department, following procedures identified by the Development office

Procedures:

1. Count and double count your deposits. If LFO determines an incorrect amount is recorded, it will be reduced, or returned
2. Open the appropriate deposit form: cash, checks, or credit cards[21]
3. All information must be typed
4. Type the department, the depositor, extension, and date in the appropriate boxes near the top of the form
5. **CASH**:
    a. Fill in the amount in the cash calculator, or total cash box
    b. Click on the tab for current account codes to identify the account code that properly identifies the nature of each transaction. Revenue deposits must use a revenue account code
    c. Type the speedtype number in the appropriate box
    d. Enter each transaction amount
    e. Enter the payor's name for each transaction in the corresponding description column
    f. Enclose your cash in an envelope
    g. Go to step 9
6. **CHECK**:
    a. Enter each check separately, identifying the check number and amount for each payor
    b. Click on the tab for current account codes to identify the account code that properly identifies the nature of each transaction. Revenue deposits must use a revenue account code
    c. Enter the speedtype, then enter the transaction amount again
    d. Enter the payor's name for each transaction in the description column
    e. Copy all of your checks, and attach copies to copy of deposit form. Do not staple the original checks to the form
    f. Remove all supporting documentation from the checks and attach to the back-up copy
    g. All checks must be stamped at LFO
    h. Enclose your checks in an envelope
    i. Go to step 9
7. **CREDIT CARD**:
    a. The University accepts only VISA, MC, and Discover

[21] http://claranet.scu.edu

   b. Click on the tab for current account codes to identify the account code that properly identifies the nature of each transaction. Revenue deposits must use a revenue account code
   c. Enter the speedtype in the appropriate box
   d. Enter the amount next to the speedtype for each transaction
   e. Enter the payor's name in the description column
   f. Click on the tab labeled "Worksheet" at the bottom of the form
   g. Enter each credit card separately, including all sections of the worksheet
   h. Enter a maximum of seventeen charges per deposit form
   i. Once the worksheet is complete, the amounts will transfer over to the deposit form
   j. Go to step 9
   k. Declined credit cards will be returned to the depositor. Once updated, please re-submit with a new deposit form

8. **REFUNDS**:
   a. Refunds are intended to off-set previously incurred expenses
   b. Refunds must be deposited to credit the exact account code, and funding string that was used to pay the original expense
   c. Refunds should not be deposited as revenue
9. In the "COMMENTS" section, indicate the detailed purpose of the deposit, **and the funding string to be credited**
10. Print two copies of the completed form, attach cash, checks, or credit card slips and submit all materials to LFO during business hours
11. Incomplete requests may be returned
12. Gifts and Donations:
    a. Donations should be made out to: Santa Clara University School of Law
    b. The purpose (if any) should be written in the memo line of the check
    c. Attach the check to a completed donor information form, describing the purpose of the donation and the fund it is intended for
    d. Submit the originals to the Law Alumni Department
    e. Law Alumni will process and forward the donation to the development office for processing
    f. The Development office will process the donation and send out the appropriate tax deductible acknowledgement
    g. Please note that certain funds have both gift and endowed funds

Purchasing

Policy:

1. All asset purchases should be coordinated with Law Fiscal Operations and must be pre-approved by the Sr. Assistant Dean for Finance and Administration
2. All assets, including those purchased with faculty support budget funds, are the property of the university and must be surrendered upon leaving the university
3. Purchasing an asset and later claiming reimbursement is prohibited without prior approval from the Sr. Assistant Dean for Finance and Administration or Law Fiscal Operations
4. Small consumable items may be purchased by the department without prior approval
5. The University Finance Office and Law Fiscal Operations have the discretion to not reimburse claimants for the purchase of non-university standard assets. The university holds certain contracts with major vendors, and some outside purchases do not meet the university's standards for minimum warranty requirements to protect the asset for its depreciable life
6. Technology:
    a. All technology requests should be directed to the Law Computing department
    b. Large technology purchases that are obtained without the advice of the Law Computing department may not be reimbursed
    c. The University has strict guidelines that dictate specific types of PC/laptops and printers that are suitable for purchase and to use within our Local Area Network, PeopleSoft, and GroupWise
    d. If a PC/laptop is purchased outside of the policy, University support may be limited or unavailable
7. Furniture:
    a. Furniture is purchased, or allocated based on the need, office space, and style
    b. Please research and obtain specifications for the type of furniture and the space you need to fill
    c. Furniture purchased without Law Fiscal Operations may not be reimbursed
8. Purchasing card:
    a. Each department is encouraged to designate one staff member to be a purchasing card custodian in order to make small purchases for the office
    b. Every staff member of a department should not have a purchasing card
    c. Purchasing cards will be issued by necessity only
    d. Documentation for purchasing card transactions will not reside in LFO

Procedures:

1. Assets and Furniture:
    a. Research the item
    b. Obtain the permission of the budget manager or supervisor and the Sr. Assistant Dean for Finance and Administration
    c. Submit the precise details, including maximum price, of the requested

item to Law Fiscal Operations with the appropriate approval
    d. LFO will research and order the requested item
    e. The department will be notified when the item is available for pick up
2. Technology:
    a. Submit all technology requests, including PC/laptop request, to the Law Computing Department
    b. Law Computing will research the request, and forward the request to Law Fiscal Operations
    c. Once the item has been requested and ordered, the department or support budget will be charged. Most items will not be returnable, please be sure you want the requested item
3. Other supplies:
    a. Research and forward the specific details of the requested item(s) to Law Fiscal Operations, include the item number if available
    b. Once ordered, most items are non-returnable
    c. Toner requests should include the specific printer and toner model
    d. LFO will contact the requestor once the item is available for pick up
4. Purchasing Card:
    a. Read the purchasing card policy[22]
    b. Complete the purchasing card application[23]
    c. Submit the signed and completed form to Law Fiscal Operations
    d. LFO will forward the form to the Purchasing department
    e. Contact Ed Merryman to schedule purchasing card training. The card will not be issued until training is complete

[22] http://www.scu.edu/purchasing/credit/index.html
[23] http://www.scu.edu/finance/forms/upload/pcard.doc

Reporting

Policy:

1. Financial reports are intended to notify budget managers the status of their budget and allow them to spot erroneous transactions
2. Reports are available to financial managers and those designated by the financial manager
3. Law Student Organization reports are available only to the treasurer
4. Financial reports are confidential documents that will not be distributed to those not affiliated with the department or group

Procedures:

1. Reports are processed, at a minimum, quarterly, however, if you would like a copy of your department's financial report, please email LFO
2. If you discover an error on one of your reports, please notify LFO immediately. Changes will not be made if the transaction has occurred in a prior fiscal year (fiscal year runs from 7/1 to 6/30)
3. Not all transaction originate in Law Fiscal Operations, therefore, LFO will not have backup documentation. Please direct the following Journal IDs to the departments below:
    a. APVO – LFO
    b. BENI – Development Office
    c. CSHR – LFO
    d. HRPR – Human Resources
    e. LF – LFO
    f. SFAR – Financial Aid
    g. SPO – Sponsored Projects
    h. BKST – Bookstore
    i. COPY – Purchasing
    j. GENR – Facilities
    k. PHON – Information Technology
    l. PSTG – Mailing
    m. STCK – Stockroom
4. LFO keeps files on hand for the current and last fiscal years. If you would like to lookup a record, you may review your file at Law Fiscal Operations

Marketing Material, Stationary, and Signage

Policy:

1. All marketing material created or designed by departments and student groups must conform to university standards as set forth by the Office of Marketing and Communications[24]
2. The Law School will approve 250 cards for a graduate student whose Dean has specifically approved the use and who meets these common standards:
    a. The student is currently enrolled and in good standing
    b. The reason for the card is closely and immediately aligned with pre-professional preparation
    c. The graduate student has professional interactions with a substantial number of external organizations in the context of his or her SCU office
    d. The appropriate dean's office pays Purchasing for the cards and students reimburse the dean's office
    e. The language on the card follows standard SCU business car format with additional indication that the bearer is a graduate student and the year of graduation, ex: MBA candidate '04
    f. Examples of cards that would meet standards:
        i. Editor, Law Journal
        ii. President, SBA
    g. Examples of cards that would not meet standards:
        i. President, Chess Club (recreational or affiliate club)
        ii. Copy Editor, Law Review (a staff, not leadership position)
        iii. Web-Coordinator, X Law Student Group (position does not require a substantial number of external contacts)
3. Student organizations seeking letterhead must coordinate their requests through the Law Alumni Department

Procedures:

1. Marketing material, stationary, and signage forms may be found on the Law Fiscal Operations ClaraNet site[25]
2. Signage should be ordered through the respective building manager
3. All forms must be submitted to Law Fiscal Operations for approval
4. Requestors will be notified when their order is ready for pick up

[24] http://www.scu.edu/omc/
[25] http://claranet.scu.edu

Student Employment

Policy:

1. Law Fiscal Operations will process Student Employment Authorization (SEA) forms, however, updating SEA forms is the responsibility of the hiring manager
2. Payment inquiries should be directed to the Office of Student Employment. LFO can only confirm whether a timesheet was received from the student
3. All students hired by the Law School must conform to the university policy standards set by the University Career Center and Human Resources
4. With the exception of faculty Research Assistants, SCU requires that Student Employment Authorizations (SEA) be distributed only for positions that have been posted on BroncoTrak for at least 48 hours
5. University policy on posting can be obtained at the Career Center's website[26]
6. SEA forms should be completed and submitted by the supervisor and student the day of hire, or on the first day of work
7. Student employees will not be paid until an SEA form is completed and processed by the student employment office
8. All faculty and staff who supervise student workers must read the Student Employment Guide[27]
9. Research Assistants:
   a. As a general rule, the Law Students who are interested to work as Research Assistants must follow the specific guidelines of the generic posting in order to receive a Student Employment Authorization form (SEA) from Career Services. The Law Student Research Assistant will not be paid until he or she has submitted the SEA through LFO. Please see LFO to process your SEA form
   b. To apply for a Law Research assistant position, the candidate must be a willing second or third year law student. The student may either inquire with a Professor, and/or respond to a Professor's solicitation of a RA position
   c. Qualifications include: Second or third year law student capable of researching within non-legal and legal resources located at the law library such as Lexis Nexis, Westlaw, and other legal texts. Must understand legal writing and demonstrate strong ability to write well
   d. Duties and responsibilities include, but are not limited to: reading, writing, thinking critically, research, utilizing on-line and stand alone research databases, using MAC and/or PC computers, internet, timekeeping researched hours, some minor administrative duties, and communicating with the Law Professor (at a minimum) on a weekly basis
   e. The RA wage rates are standard for all RAs and are reviewed yearly by the Dean
   f. The RA is expected to be available to meet with the Law Professor at least once a week. Work schedule is flexible. RAs are limited to work only 15 hours per week

[26] http://www.scu.edu/careercenter/facultystaff/studenthiring/index.shtml
[27] http://www.scu.edu/humanresources/pdf/student_emp_guide.pdf

10. Student Employees:
    a. With the exception of Research Assistants, Santa Clara University requires that Student Employment Authorizations (SEA) be distributed only for positions that have been posted on BroncoTrak for at least 48 hours. BroncoTrak is the password-protected site within the Career Center Online that lists permanent and part-time jobs for Santa Clara students
    b. All department supervisors are required to post the open position prior to interviewing or hiring any candidates. Please contact the Manager of Student Employment, Robert Haun[28] or post the available position[29]
    c. All candidates should be interviewed by the department supervisor. All interviews must be in accordance with equal opportunity employment and University policy. For training on appropriate interview techniques, contact Human Resources
    d. Wages should be in accordance with the guidelines provided by the Student Employment Guide[30]
    e. Finally, all student employees must be processed following the procedures set forth below
    f. Work Study funding
        i. The University Financial Aid office coordinates work study. Eligibility of work study is based on the student's financial need. Student candidates wishing to obtain work study must complete the necessary documentation at University Financial Aid
        ii. If approved, 60% of student employee's wages will be paid through the Federal work study program, the remaining 40% will be paid by the hiring department
        iii. Work study must be indicated on the SEA form
        iv. When the student's allocated work study funding runs out, the department must pay 100% of the student employee's wages

Procedures:
1. All students must fill out the Student Employment Authorization form (SEA form) BEFORE starting the new job. This form should be completed at LFO
2. The supervisor should email the necessary information (wage, what department to charge, and approximate total hours) to LFO, or forward the required information with the student employee
3. If this is the student's first time working for SCU, the student must also fill out and return the following forms to the office of student employment located near the University Career Center (near Benson fountain):
    a. I-9 form - this form is required to prove eligibility to work in the United States
    b. W-4 form – this form is required for purposes of withholding taxes
    c. Direct Deposit form (optional but preferred) – this form should be filled out by the student employee and submitted to HR directly with a VOIDED check
    d. Foreign, or non-resident alien students may require additional

[28] whaun@scu.edu
[29] http://www.scu.edu/careercenter/facultystaff/studenthiring/oncampusjobposting.shtml
[30] http://www.scu.edu/humanresources/pdf/student_emp_guide.pdf

documentation

4. The student must obtain a pay schedule from Law Fiscal Operations
5. If the date is not adjusted on the student's timesheet, the date to turn in timesheets is always at least one business day earlier than the date printed on the timesheet, the day listed on the payroll schedule. The student should predict the hours they will work for the remainder of the pay period, and adjust the hours, if necessary, in the next pay period
6. The student must turn in a timesheet to be paid. Payment for hours may be delayed until the next pay period when turning in a late timesheet
7. It is the responsibility of the student to see if Human Resources will accept a late timesheet. If HR does accept the late timesheet, the student must submit a copy of the time sheet to LFO with a note indicating it was hand-delivered to HR
8. If the SEA is not completed by the HR deadline, there will be a delay of one pay period to receive the student's first paycheck
9. Student must completely fill out the timesheet, sign it, and have the student's supervisor sign it. Turn in the completed timesheet to Law Fiscal Operations in accordance with the timesheet schedule
10. If timesheet is late, the student will be paid on the next pay period
11. Students must direct payment inquiries to the Manager of Student Employment
12. If a professor is not available to sign, the student must seek approval from the professor by writing or email and submit to LFO for signature
13. It generally takes two pay periods for a blue timesheet to be generated
14. If a student stops receiving the blue printed timesheet, the position may have expired, please see LFO to extend the position end date
    a. Please note that SEA forms expire each year, students will need to be reprocessed, at minimum, once a year

Please direct questions regarding this manual to Law Fiscal Operations