FAC Quick Reminders:

1. All reimbursement FRFs and supporting documents are due to your liaison within 30 days of the purchase date at the latest.
	1. FRF submitted after this deadline will not be accepted
2. Groups that fail to follow FAC expectations may face sanctions. A full list of sanctionable offenses can be found in Article VI of the FAC By-Laws.
	1. Commonly sanctioned offenses include:
		1. Failure to spend at least 50% of funds
		2. Misuse of allotted funds
		3. Failure to publicize (ICA once a year, FAC once a semester)
3. Students are not authorized to sign contracts of any kind. Contracts may only be signed by the FAC staff advisor, Adam McMichael.
4. Any group seeking to use FAC funding to purchase food from an outside source (i.e. not from Sodexo) **must first obtain a food waiver** from Sodexo. FAC will not provide funding for food bills or reimbursements unless accompanied by a Sodexo waiver.
5. Funds must be spent during the semester they were allotted for (Spring funds must be spent during Spring semester)
6. Basic types of FRF’s:
	1. **Reimbursement**:
		1. FRF filled out completely
		2. Physical receipts dropped off at the FAC office
		3. Scanned copy of receipts
		4. Copy of bank statement with purchase highlighted. Statement must also show name of individual and bank information.
	2. **Purchase Order**:
		1. FRF filled out completely
		2. Original copy of invoice (can be dropped off at FAC office)
		3. Screenshot of what is to be purchased
		4. W9 from vendor
	3. **Online Purchase Order:**
		1. FRF filled out completely
		2. Screenshot of what is to be purchased (cart screen with all items)
		3. W9 from vendor

If for any reason your organization is unable to get in contact with your designated FAC liaison, please feel free to contact FAC’s president, Allee Marshall (alm1134@truman.edu), or FAC’s treasurer, Mary Hansen (msh3463@truman.edu).