

How To Fill Out an FRF

Funds Allotment Council

Date Submitted is the day on which you have turned in your FRF



Date Submitted:		-			Event Date:		
-----------------	--	---	--	--	-------------	--	--



Event Date is the date your event will occur OR the date of the original purchase
This can also be the date that payment is due for things such as league fees.

	A	B	C	D	E	F	G	H
1	Date Submitted:				Event Date:			
2	Event Contact Information:							
3	Name:			Phone:				
4	Email:			Organization:				
5								
6	Treasurer's Name:				Purchasing Org:	FAC		
7	Treasurer's Email:				Admission Charge?			
8	Treasurer's Phone:							
9								
10	Is this FRF being completed on behalf of another group?	Yes						
11	If yes, who:							
12								
13								
14	Purchase Type:	3. Reimbursement - Repayment to an individual or group for purchase made in advance; original receipts and banner number is required. Please list Banner Number in the Business Purpose.						
15								
16								
17								
18	Business Purpose:	FAC is sponsoring (event name) on (date) at (time) at (location). This event [is free to / costs (price) for] students. The estimated attendance is (attendance). FAC requests to purchase (items) for (reason).						
19								
20								
21								
22	Company Name:				Check Payable To:			
23								
24	Website:				Check Delivery:			
25								
26	Phone:				Custodian:			
27								
28	Address:				Banner ID:			
29					Backup:			
30								
31	Unit Price	Item Number	Quantity	Item Description	Total			
32					\$0.00			
33					\$0.00			
34					\$0.00			
35					\$0.00			
36					\$0.00			
37					\$0.00			
38					\$0.00			
39					\$0.00			
40					\$0.00			
41					\$0.00			
42					\$0.00			
43					Total:	\$0.00		

Event Contact Information- This should be your organization's contact info.

2	<u>Event Contact Information:</u>				
3	Name:		Phone:		
4	Email:		Organization:		
5					

This is what FAC will use to contact the org if there are questions about the FRF. This should be the individual from the organization responsible for communicating with FAC.

Treasurer Info should always be the FAC Treasurer. NOT the requesting organization's.

6	Treasurer's Name:	
7	Treasurer's Email:	
8	Treasurer's Phone:	

This section should be filled out on the form when available for download and should be updated when FAC elects a new treasurer. *

**if this info is not prefilled, please leave blank and FAC will update it.*

Purchasing Org should *always* be FAC



Purchasing Org: FAC

	A	B	C	D	E	F	G	H
1	Date Submitted:				Event Date:			
2	Event Contact Information:							
3	Name:			Phone:				
4	Email:			Organization:				
5								
6	Treasurer's Name:				Purchasing Org:	FAC		
7	Treasurer's Email:				Admission Charge?			
8	Treasurer's Phone:							
9								
10	Is this FRF being completed on behalf of another group?		Yes					
11	If yes, who:							
12								
13								
14	Purchase Type:	3. Reimbursement - Repayment to an individual or group for purchase made in advance; original receipts and banner number is required. Please list Banner Number in the Business Purpose.						
15								
16								
17								
18	Business Purpose:	FAC is sponsoring (event name) on (date) at (time) at (location). This event [is free to / costs (price) for] students. The estimated attendance is (attendance). FAC requests to purchase (items) for (reason).						
19								
20								
21								
22	Company Name:				Check Payable To:			
23								
24	Website:				Check Delivery:			
25								
26	Phone:				Custodian:			
27								
28	Address:				Banner ID:			
29					Backup:			
30								
31	Unit Price	Item Number	Quantity	Item Description	Total			
32					\$0.00			
33					\$0.00			
34					\$0.00			
35					\$0.00			
36					\$0.00			
37					\$0.00			
38					\$0.00			
39					\$0.00			
40					\$0.00			
41					\$0.00			
42					\$0.00			
43					Total:	\$0.00		

Is this FRF being completed on behalf of another group? This is used when FAC is *paying upfront* for another organization, therefore the payment is on behalf of another organization



10	<i>Is this FRF being completed on behalf of another group?</i>	Yes
11	<i>If yes, who:</i>	



If yes, who: This should be the name of the requesting organization

*If your FRF is for a reimbursement. The answer to this question would be “No”

	A	B	C	D	E	F	G	H
1	Date Submitted:				Event Date:			
2	Event Contact Information:							
3	Name:			Phone:				
4	Email:			Organization:				
5								
6	Treasurer's Name:				Purchasing Org:	FAC		
7	Treasurer's Email:				Admission Charge?			
8	Treasurer's Phone:							
9								
10	Is this FRF being completed on behalf of another group?	Yes						
11	If yes, who:							
12								
13								
14	Purchase Type:	3. Reimbursement - Repayment to an individual or group for purchase made in advance; original receipts and banner number is required. Please list Banner Number in the Business Purpose.						
15								
16								
17								
18	Business Purpose:	FAC is sponsoring (event name) on (date) at (time) at (location). This event [is free to / costs (price) for] students. The estimated attendance is (attendance). FAC requests to purchase (items) for (reason).						
19								
20								
21								
22	Company Name:				Check Payable To:			
23								
24	Website:				Check Delivery:			
25								
26	Phone:				Custodian:			
27								
28	Address:				Banner ID:			
29					Backup:			
30								
31	Unit Price	Item Number	Quantity	Item Description	Total			
32					\$0.00			
33					\$0.00			
34					\$0.00			
35					\$0.00			
36					\$0.00			
37					\$0.00			
38					\$0.00			
39					\$0.00			
40					\$0.00			
41					\$0.00			
42					Total:	\$0.00		
43								

Purchase Type describes what type of purchase is being made. A drop down menu pops up that has 9 options.

14	Purchase Type:	3. Reimbursement - Repayment to an individual or group for purchase made in advance; orginial receipts and banner number is required. Please list Banner Number in the Business Purpose.
15		
16		
17		

1. Purchase Order - A promise of payment to a vendor for a good or service
2. Online Purchase of Supply/Programming Materials - Please provide screen shots and item specifics as well as price quote information (i.e. who, where, and amounts) if applicable.
3. Reimbursement - Repayment to an individual or group for purchase made in advance; orginial receipts and banner number is required. Please list Banner Number in the Business Purpose.
4. Printed Material/PR Item - Purchase of promotional materials. Specific artwork and approvals need to be submitted. Also include price quote information (i.e. who, where, and amounts).
5. Budget Transfer - Transfer of funds from one budget to another.
6. Award or Prize - A prize or award given to an individual or group. A completed prize pre-approval form needs to be submitted as well.
7. University Check - Performers, Vendors
8. Purchaing Card - Walmart store pickup
9. Hotel - Consider Holiday Inn over Days Inn

You will primarily use **3. Reimbursement**, as this should be used whenever FAC is repaying an organization or an individual for *ANY* form of payment or purchase made on behalf of the club.

1. Purchase Order - A promise of payment to a vendor for a good or service
2. Online Purchase of Supply/Programming Materials - Please provide screen shots and item specifics as well as price quote information (i.e. who, where, and amounts) if applicable.
3. Reimbursement - Repayment to an individual or group for purchase made in advance; original receipts and banner number is required. Please list Banner Number in the Business Purpose.
4. Printed Material/PR Item - Purchase of promotional materials. Specific artwork and approvals need to be submitted. Also include price quote information (i.e. who, where, and amounts).
5. Budget Transfer - Transfer of funds from one budget to another.

1. Purchase Order

- a. This when FAC is paying upfront for a service. Will always require a quote or invoice.
This includes Sodexo orders

2. Online Purchase of Supply/Programming Materials

- a. This is when FAC is directly purchasing physical items from an online vendor.
- b. Examples: Amazon.com, Walmart.com,

3. Reimbursement

- a. This is when FAC is paying back a group for a qualifying purchase or payment that the club, or an individual on behalf of the club, made.

4. Printed Material/ PR items

- a. This is when FAC is purchasing anything with artwork. Artwork needs to have appropriate approval before any purchase can be made
- b. This includes any organization wanting to print posters with FAC funds

5. **Budget Transfer**- *Not Applicable for FAC funding. You should never use this option.*

6. Award or Prize - A prize or award given to an individual or group. A completed prize pre-approval form needs to be submitted as well.
7. University Check - Performers, Vendors
8. Purchasing Card - Walmart store pickup
9. Hotel - Consider Holiday Inn over Days Inn

6. **Award or Prize-** *Not applicable for FAC funding. You should never use this option.*

7. **University check**

a. This is when FAC will be paying for a vendor or performer directly, mainly used in contracting

8. **Purchasing Card-** *Not applicable for FAC funding. You should never use this option.*

9. **Hotel**

a. This is when FAC is paying for hotel or lodging upfront. There is a *Credit Card Authorization Form* (usually from the hotel itself) that will need to be included in documentation.

IMPORTANT

- ★ Online Purchases require a screenshot of the item(s) and direct links to EACH item
- ★ Reimbursements require a valid mailing address and banner ID
- ★ Artwork needs to be approved by the University for printed materials
- ★ Organizations should not purchase prizes with FAC funds
- ★ Contracts need to be handled by FAC Advisor on behalf of the University. FAC cannot reimburse any contract that does not go through the university.

When in doubt: **ASK!**

Business Purpose is where the purchase or payment is described and explains why this is a valid business purchase.

18	Business Purpose:	
19		
20		

This box should answer:

- **What** is being purchased/ paid for?
- **Who** is being paid for this expense?
- **Where** and **When** this event took place (if applicable)?
- **Why** was/is this expense being made?

Starting points for Business purpose:

Reimbursement:

FAC request to reimburse [*Organization/ Individual*] for the purchase of [*item(s)*] for [description of what the purchase was for or what the items will be used for].

If individual requesting reimbursement please Include: *Full Name, Banner ID number, and preferred mailing address*

Example: FAC requests to reimburse Anita Goodevent (Banner ID: 123456789) for the purchase of gas to transport themselves and team members to the Totally Real Sport tournament on Sunday, February 30th that took place at City Town, ST. Mailing address: 321 Street Name Dr., Kirksville, MO 63501

Online Purchases:

FAC request to purchase [*item(s)*] on behalf of [*Organization*] from [*website/ company name*] for [description of what item(s) will be used for]

Example: FAC requests to purchase sport balls on behalf of Club Team from SportBallWearhouse for the club to use and practices and tournaments.

University Check or Purchase Order:

FAC request to pay [*Vendor/company*] for [description of service/performance] on behalf of [*Organization*] for [event] on [date and time] at [location]. Estimated attendance is [#].

Each Business Purpose is different and will have different information that is needed. It is always better to have more information than needed, than not enough information.

Company Name is used when FAC is making a purchase up front. *This will not be used in an reimbursement.*



Company Name:	
Website:	
Phone:	
Address:	

Website is for a link to the website where the purchase can be made. *This will not be used in a reimbursement.*



Phone is a number at which the vendor can be contacted about the purchase or payment.



Address is a mailing address at which the vendor would be able to receive payment.

	A	B	C	D	E	F	G	H
1	Date Submitted:				Event Date:			
2	Event Contact Information:							
3	Name:			Phone:				
4	Email:			Organization:				
5								
6	Treasurer's Name:				Purchasing Org:	FAC		
7	Treasurer's Email:				Admission Charge?			
8	Treasurer's Phone:							
9								
10	Is this FRF being completed on behalf of another group?		Yes					
11	If yes, who:							
12								
13								
14	Purchase Type:	3. Reimbursement - Repayment to an individual or group for purchase made in advance; original receipts and banner number is required. Please list Banner Number in the Business Purpose.						
15								
16								
17								
18	Business Purpose:	FAC is sponsoring (event name) on (date) at (time) at (location). This event [is free to / costs (price) for] students. The estimated attendance is (attendance). FAC requests to purchase (items) for (reason).						
19								
20								
21								
22	Company Name:				Check Payable To:			
23					Check Delivery:			
24	Website:				Custodian:			
25					Banner ID:			
26	Phone:				Backup:			
27								
28	Address:							
29								
30								
31	Unit Price	Item Number	Quantity	Item Description	Total			
32					\$0.00			
33					\$0.00			
34					\$0.00			
35					\$0.00			
36					\$0.00			
37					\$0.00			
38					\$0.00			
39					\$0.00			
40					\$0.00			
41					\$0.00			
42					\$0.00			
43					Total:	\$0.00		

Check Payable To is the individual or organization to whom the check will be written



Check Payable To:	
Check Delivery:	
Custodian:	
Banner ID:	
Backup:	



Check Delivery is the method in which the check/payment will be delivered.

- Organizations will typically be Direct Deposit.
- Individuals will usually be Mailed



Banner ID is required when reimbursement or paying an individual in order to issue payment.

- This should be the banner ID of the person receiving the reimbursement.
- If you are doing a reimbursement to an organization bank account please leave this blank.

Backup is a list of attached backup documentation (e.g. screenshots, bank statement, physical receipt, etc)



	A	B	C	D	E	F	G	H
1	Date Submitted:				Event Date:			
2	Event Contact Information:							
3	Name:			Phone:				
4	Email:			Organization:				
5								
6	Treasurer's Name:				Purchasing Org:	FAC		
7	Treasurer's Email:				Admission Charge?			
8	Treasurer's Phone:							
9								
10	Is this FRF being completed on behalf of another group?	Yes						
11	If yes, who:							
12								
13								
14	Purchase Type:	3. Reimbursement - Repayment to an individual or group for purchase made in advance; original receipts and banner number is required. Please list Banner Number in the Business Purpose.						
15								
16								
17								
18	Business Purpose:	FAC is sponsoring (event name) on (date) at (time) at (location). This event [is free to / costs (price) for] students. The estimated attendance is (attendance). FAC requests to purchase (items) for (reason).						
19								
20								
21								
22	Company Name:				Check Payable To:			
23								
24	Website:				Check Delivery:			
25								
26	Phone:				Custodian:			
27								
28	Address:				Banner ID:			
29					Backup:			
30								
31	Unit Price	Item Number	Quantity	Item Description	Total			
32					\$0.00			
33					\$0.00			
34					\$0.00			
35					\$0.00			
36					\$0.00			
37					\$0.00			
38					\$0.00			
39					\$0.00			
40					\$0.00			
41					\$0.00			
42					\$0.00			
43					Total:	\$0.00		

1	Unit Price	Item Number	Quantity	Item Description	Total
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
0					\$0.00
1					\$0.00
				Total:	\$0.00

Unit Price is the cost of an individual item.

Note: Receipts would be a single item and the Unit Price should equal the total on receipt.

	Unit Price	Item Number	Quantity	Item Description	Total
1					
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
0					\$0.00
1					\$0.00
2					\$0.00
				Total:	\$0.00

Item Number is a number that can be used to identify the item on the website that it is being purchased from.

Not all items will have this, if there is no Item Number or this box is not applicable fill in **N/A**

	Unit Price	Item Number	Quantity	Item Description	Total
1					
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
0					\$0.00
1					\$0.00
2					\$0.00
				Total:	\$0.00

Quantity is the number of items to be purchased.

NOTE: the FRF will automatically multiply the **Unit Price** by the **Quantity** to determine the **Total**.

	Unit Price	Item Number	Quantity	Item Description	Total
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
5					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
0					\$0.00
1					\$0.00
2					\$0.00
				Total	\$0.00

Item Description is a brief description of what the item(s) is.

If doing an online purchase, please make a hyperlink to the item on the website here.

	Unit Price	Item Number	Quantity	Item Description	Total
1					\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
0					\$0.00
1					\$0.00
2				Total:	\$0.00

Total is equal to the Unit Price multiplied by the Quantity for each item listed. The form should automatically do this calculation.

Double check each line total before submitting!

	Unit Price	Item Number	Quantity	Item Description	Total
1					
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
0					\$0.00
1					\$0.00
					Total: \$0.00

Total here is the sum of all totals from each item line. The form should automatically add all totals and fill in this box.

Double check this before submitting!

CONGRATULATIONS!

You have successfully filled out an FRF!

Remember to attach all the needed documents before sending to your FAC Liaison!

If you have any additional questions please reach out to your liaison, email us fac@truman.edu, or you can stop by the FAC office during our office hours.