

Important Items for Clubs to Know:

- www.purdue.edu/boso - BOSO Website and Procedure Manual
- www.mypurdue.purdue.edu/cp/home/login - COOL Website Login
- If unable to login into COOL System go to TOOLS then Compatibility View Settings and then Add www.coolfaces.net to your computers Tools. You need to have Boilerlink registration updated and have current officers on file with the BOSO office.
- If you do not have a current registration submitted in BoilerLink and approved by the Student Activity Office your club officers will not have access to COOL.
- NO gift cards or gift certificates may be purchased or reimbursed with club funds.
- NO club funds may be used to purchase or reimburse for alcohol, tobacco or related products/ services.
- Clubs can tip up to 20% of allowable charges at restaurants. Must be signature approved on receipt.
- Merchandise with Purdue logos or trademarks must be purchased from licensed vendors, see Marketing & Media website.
- There is a 2 business day turn around for checks once the reimbursement is entered into the COOL System – correctly with proper documents and approvals. Checks will be ready after 3pm on the 2nd business day unless you have received an email from BOSO. Club officers can check on the COOL System to see if checks are ready.
- If your club receives donations please bring those checks to the BOSO office, prior to depositing the checks at the Bursar's Office Hovde Room #5, so the donor may get tax credit for their donation.
- Traveling on behalf of a student organization your club needs to complete an Activity Form and submit in BoilerLink. All drivers must be RMO1 approved. The RMO1S form is found on the Risk Management website. http://www.purdue.edu/business/risk_mgmt/ Two RMO1 approved drivers per vehicle is required. **If requesting a van, drivers must be 21 years of age and complete a Van Certification.** The Van Certification link is on the Risk Management Website.
- Charity Events: submit your Activity Form and then set up an appointment time to meet with Kelly High to open a BOSO Charity Account for each of your charity events.
- Any event that involves contracting, such as speaker, DJ, venue rental, etc.: Contract information; name, date, time, amount being paid and contact information, must be submitted in your Activity Form. If you receive a contract from your speaker, venue rental, etc., this contract must be uploaded into Boilerlink in your Activity form. BOSO will review and execute. Student Organizations are NOT authorized to sign contracts.
- Activity Forms must be submitted on Boilerlink (<https://boilerlink.purdue.edu>) TWO WEEKS prior to the date of the event/travel. Large Scale events may require additional time.
- All receipts and/ or invoices need to be itemized (listing in detail what was purchased with club funds) before BOSO may reimburse payees. Receipts and/ or Invoices must also be legible.
- All signatures need to be handwritten or sent from a Purdue Email Account. Electronically typed signatures on the Reimbursement Certification Form are not acceptable.
- Payments/Reimbursements: Be sure and choose the correct club account i.e. General or SOGA or OEG or Charity account for your club.

Payment Request Reimbursement Certification: For Over \$75.00

I certify that the attached receipts or invoices represent legitimate expenses incurred solely for the benefit of the student organization. I also certify that I have not been previously reimbursed for these expenses and am still currently due this reimbursement.

X _____

Signature of Individual/Payee to be reimbursed or for an Email Certification: Insert the above statement in an email to your treasurer from your **purdue.edu** email address.