

Student Organizations - Financial FAQs

1. How can my organization make purchases, and what are we allowed to purchase?

Each active and chartered student organization has a UNM Law School index number, and the funds for your organization are tied to this index number. All funds must go through the index number and account assigned by the university—student organizations are not allowed to have outside accounts.

As long as your organization has funds in your account, you are welcome to purchase food, drinks, merchandise, and goods for your organization. A list of what can and cannot be purchased using university funds can be found [here](#). Please note that per the university's donation regulations, student organizations cannot donate their funds to a charitable organization.

When making a purchase for your organization, you have three options. The first option is to submit a payment request (link below) for Mei Chao, Law School Accountant, to call and pay for the purchase using the university credit card (PCard), and the funds will be drawn from your organization's index number. For restaurant food purchases, the student organization is responsible for calling in the order as far in advance as possible, and informing Mei, by email, when this is complete. In the email, provide the order number and vendor contact number so Mei can contact the vendor to provide her pcard information. The second option is to call and place the order while in Mei's office, 2420. This way the order can be paid for in the same time frame as the order being placed. The third option is to make the purchase yourself (following tax-exempt procedures for tangible goods) and get reimbursed using funds from your organization's index number. Please note that UNM will reimburse taxes for restaurant food purchases.

Whenever possible, it's recommended that organizations contact Mei to make purchases for your organization so that you don't have to front the money. In some situations, though, it is necessary for students to seek reimbursement. More information about these situations can be found below.

The best way to submit a payment request to Mei is to complete the Student Organizations Purchase Request Form online: <https://lawschool.unm.edu/students/organizations/food-order-form.html>.

To access this form from the law school website, navigate to the Student Services tab and then select the Scheduling an Event tab. Then, click the hyperlinked Student Organization Purchase Request Form text. Though the URL address says that it's for food orders, you can also use this form to request the purchase of merchandise or goods.

3. How do I get reimbursed for a purchase?

There are a few vendors who do not accept payment over the phone or do not accept credit card payments, both of which are usually required for Mei to make a purchase for your organization using the PCard.

If your organization wishes to use a vendor that does not accept payment over the phone or only accepts cash, then it will be necessary for you to pay for the purchase out of pocket and seek reimbursement. Stephanie Grant, Senior Business Manager, and Mei handle these reimbursements and you can reach out to them via email. Stephanie Grant's email is grant@law.unm.edu.

If you do seek reimbursement, please be aware that the university is not allowed to reimburse for sales tax paid on goods. It is therefore recommended that you present the university's tax-exempt certificate when making your purchase so that the sales tax will be waived.

The university has business accounts with Amazon, Staples, and other vendors, through LoboMart. To check to see what vendors are available on LoboMart, please contact Mei. If you need to purchase goods/supplies through these vendors, contact Mei to collaborate on these orders.

4. How do I deposit money that my organization has raised?

If your organization needs to deposit money earned through fund raising sales (ie t-shirt sales, bake sales, etc..), Stephanie Grant or Mei Chao will assist you with that process. Please reach out to Stephanie at grant@law.unm.edu or Mei at mchao@unm.edu. Cash and checks must be deposited with Stephanie or Mei within 24 hours. Clubs are not able to use electronic modes of cash exchange, i.e. Venmo, Zelle, Paypal, etc. Clubs are able to set up a Marketplace exchange to accept credit cards for sales, membership dues, and conference fees. The Marketplace website is <https://bursar.unm.edu/for-departments/touchnet-marketplace.html>. The Marketplace email is marketplace@unm.edu.

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5. My organization is hosting an event at the law school, and we want to serve alcohol at the event. Can alcohol be purchased using the Student Organizations Purchase Request Form?

Yes, you can use your organization's funds to purchase beer and wine for an event. Submit the Student Organizations Purchase Request Form so that Mei will make the purchase using her pcard. However, when serving alcohol on university property, you must also follow the below [university policies](#):

- All on-campus use of alcohol must be consistent with [UAP 2140 \(“Use and Possession of Alcohol on University Property”\)](#) and be limited to beer and wine.
- The amount expended for alcohol may not exceed thirty percent (30%) of the total amount expended for food.
- The sponsors must take precautionary measures to ensure that alcohol is not used by persons who appear intoxicated; and/or who are under the age of twenty-one (21).
- Alcohol must be served by a licensed server.

You will also need to submit a Request to Service Beer and Wine on University Property form, which must be submitted for approval at least 20 business days before the event. Please contact [Amber Johnson](#) for this form and she will send it to you. Completed forms should be submitted for approval to Beverly Akin at akin@law.unm.edu.

If you have any questions, please don't hesitate to let Amber Johnson know. She can be reached by email at amber.johnson@law.unm.edu or by phone at 505-277-7093, and in the Student & Career Services Office (room 2402).