**Spending your Alumni Annual Fund award**

If you have any concerns or queries about how to spend the money from your Alumni Annual Fund award, how to buy the items you need or pay for any expenses, **contact your College or Service Finance Team** who will be able to advise you.

There are strict processes for spending money in the University and how we account for the money spent on your project, if these are not followed, then your suppliers might not be paid correctly and it may be difficult to finish your project.

**Contact details for Finance Teams:**

|  |  |
| --- | --- |
| Students’ Guild | [aandv@exeterguild.com](mailto:aandv@exeterguild.com) |
| FXU | [stacey.bray@fxu.org.uk](mailto:stacey.bray@fxu.org.uk) |
| Athletic Union/Sports Office | [c.e.raymont@exeter.ac.uk](mailto:c.e.raymont@exeter.ac.uk) |

|  |  |
| --- | --- |
| Humanities | [humsfinance@ex.ac.uk](mailto:humsfinance@ex.ac.uk) |
| Life and Environmental Sciences | [cles-finance@exeter.ac.uk](mailto:cles-finance@exeter.ac.uk) |
| Engineering Mathematics and Physical Sciences | [e.l.bell@exeter.ac.uk](mailto:e.l.bell@exeter.ac.uk) |
| Social Sciences and International Studies | [S.Hamlin@exeter.ac.uk](mailto:S.Hamlin@exeter.ac.uk) |
| Medical School | [k.tresidder@exeter.ac.uk](mailto:k.tresidder@exeter.ac.uk) |
| Business School | [S.White3@exeter.ac.uk](mailto:S.White3@exeter.ac.uk)  Or C.H.Merritt@exeter.ac.uk |

**FAQs**

Q. **What information do I need to pass on to the COLLEGE or service Finance office?**

A. Schedule of Expected Expenditure and a copy of Agreement receipt.

Q. **What suppliers can I use?**

A. You must use suppliers that are registered with the University of Exeter; this could be for any service/supply, including: printing, web design, catering, hotels, consumables etc.

Email the College/Service Finance office with details of what you need when you request a purchase order number.

Q. **What is a purchase order?**

A. A purchase order (PO) is a unique number. The purchase order is a commercial document issued by a buyer (including Alumni Annual Fund Projects) to a seller (who provides the goods or services). It often indicates types, quantities, and agreed prices for products or services.

When a seller accepts a purchase order from the University, this forms a contract between you and the supplier (seller).

Q. **How do I get a purchase order number?**

A. Email your College/Service Finance team stating your requirements, supplier’s name, cost and the title of your project. DO NOT ENGAGE SUPPLIERS UNTIL YOU HAVE A PURCHASE ORDER NUMBER.

If you do not have a purchase order number, this could mean the supplier does not get paid.

The first step when requesting goods or a service is to get a quote from your supplier – you can then get and confirm your purchase order number with them so that they can include this in their invoice to you.

Q. **How do I arrange for PRINTING?**

A. Contact Print and Copy Services, <http://www.exeter.ac.uk/campusservices/printservices/> to get a Quote or check prices. Confirm printing with a purchase order number from your Finance office.

Q. **Who can I ask to do web design?**

A. Email your Finance office stating your requirements.

Q. **What is ‘Right to Work’?**

A. Right to work documentation is now a mandatory requirement before anybody can be employed by the University. Any person you wish to pay for work on your project will need to have met the Right to Work requirements. Contact your College’s Finance Office to check this is possible, **otherwise the person cannot be paid.**

Q. **How do I know how much to pay for casual work?**

A. Email your College/Service’s Finance Office for details.

Q. **How can I pay a self-employed person?**

A. This is much more complicated than paying a supplier. First you will need to complete and sign a questionnaire regarding what type of work the person will be undertaking, the self-employed person will then need to complete and sign the second half of the questionnaire and return this to your College/Service Finance office. This needs to be submitted to your Finance office and approved BEFORE any work is undertaken. **Failure to do so could result in this person not being paid.**

Q. **Can I buy refreshments and claim back using an expense claim?**

1. Refreshments, food and drinks are almost always EXCLUDED from your Alumni Annual Fund award and these costs CANNOT be paid from this funding.

2. We cannot reimburse staff or students for refreshments purchased using their own personal cash. Instead, where you do use catering or event services, including Reed Hall facilities and catering, this will usually be through ‘internal’ suppliers like Event Exeter and Fresh Ideas. Email your College/Service Finance office stating your requirements.

**Q. Can I claim back money I have spent using an expense Claim?**

A. Maybe, but we can only reimburse you for certain items – Please ask your College/Service Finance team for more details if you are concerned about getting reimbursed.

Q. **How do I get reimbursed for travel?**

A. Please email your College/Service Finance office to ask for an expense claim form, complete, sign and submit along with all receipts, tickets or confirmation of purchase, anything that will confirm the purchase. We cannot make a reimbursement without the relevant receipts

Q. **How do I book accommodation?**

A. Email your College/Service Finance office for details.

Q. **How do I book a TEACHING room?**

A. You may be able to book the room you need using the [Room Bookings service](https://admin.exeter.ac.uk/academic/timetable/rb/req09/), if you have to pay for the room, email your College/Service Finance office for details.