

RSO Spending Methods

Method	Description	Purpose	Additional Information
Purchase Order (PO)	Promissory agreement (between Mason and a vendor) to pay for a good or service after it has been received and the vendor has invoiced Mason (net 30 day payment terms)	<ul style="list-style-type: none"> • Pay for expenses that cost \$5000 or more. • Pay for contractual and/or entertainment expenses. 	<ul style="list-style-type: none"> • 3 written vendor price quotes required for orders of \$5000 or more • Student Services Event and Entertainment Agreement (aka contract), vendor's Certificate of Insurance (COI), and Independent Contractor Evaluation Form required for contractual and/or entertainment expenses
Purchasing Card (Pcard)	University credit card issued to Mason employee	<ul style="list-style-type: none"> • Pay for online or over the phone orders that cost more than \$100 but less than \$5000. • Pay for all catering expenses. • Pay for groceries at University Mall Giant Food Store. 	<ul style="list-style-type: none"> • RSO Pcard Order Information spreadsheet required for online/phone orders • Catering contract or price quote required for catering orders
Reimbursement	Repayment to a Mason employee or student for an out-of-pocket expense	<ul style="list-style-type: none"> • Reimburse an expense that was purchased by a Mason employee or student with their personal funds. 	<ul style="list-style-type: none"> • Itemized receipt required for each expense
On-Campus Charging	Billing of an on-campus good or service (provided by a Mason office) directly to your RSO account	<ul style="list-style-type: none"> • Use your RSO organization code to pay for on-campus goods or services such as: Corner Pocket reservations, Event Services fees, Mason Catering costs, Parking Services validations, Police Services security, Print Services copy orders, Mason Recreation equipment rentals, etc. 	<ul style="list-style-type: none"> • RSOs must apply for and receive funding before they incur on-campus charging expenses. Otherwise, they will be responsible for paying the expense back. • Cancellation and "no show" fees may be incurred and charged to the RSO's account if order requests aren't canceled in a timely manner.
Honorarium	One-time payment issued as a token of appreciation to an individual for a special, non-recurring activity or event, for which no payment is required.	<ul style="list-style-type: none"> • Issue a monetary "thank you" to an individual for performing services such as giving a lecture, judging a campus competition, etc. 	<ul style="list-style-type: none"> • Cannot be paid to organizations, businesses, third parties, Mason employees or students. • No contract or discussion of payment is allowed with the honorarium recipient.
Journal Voucher (JV) Transfer	Internal movement of money between Mason accounts	<ul style="list-style-type: none"> • Transfer funds from your RSO account to another RSO or Mason office. 	<ul style="list-style-type: none"> • Often used for event co-sponsorships or sharing the cost of an expense with another RSO or Mason office.