Accounting FAQ

A practical guide to payables, reimbursements, travel, purchasing, contracts, and student payments

THE RULE TO REMEMBER: Ask Accounting before you commit. Some transactions require approval, purchase order, employee setup, or other documentation before you proceed.

Before You Spend

SITUATION	WHAT TO DO FIRST
IT, software, hardware, or online applications	Complete an IT-Readiness Form IT Readiness Form and email the results to acctg@law.msu.edu to determine next steps.
Purchase of $2,500 or more	Contact Accounting before work begins. Vendor documentation and a PO may be required.
Guest travel	All travel is processed through Concur. An approved travel request is required **before** booking travel and processing reimbursement. Contact your advisor or the advisor's assistant.
Paying a student for services	Contact HR **before** work begins. Students who are paid for services must first be set up as an employee.
Contract to be signed for MSU-funded activity	Students are not authorized to sign contracts. Send to Accounting for signature.

Everyday Payments

How do I submit an invoice for payment?

Email acctg@law.msu.edu with the digital invoice and detailed business purpose (reason for the purchase). Copy your faculty advisor and another authorized organization leader. Include your organization's name and the vendor's name in the subject line. Accounting will contact you if additional information is needed, such as a W-9.

How do I request a reimbursement?

Submit the request to acctg@law.msu.edu within 60 days of purchase. Copy your faculty advisor and another authorized organization leader. Include your organization's name and the name of the person being reimbursed in the subject line. Example: Law Review – Joe Smith.

Include in the email:

- A completed Accounting Payment Form, available at https://law.msu.edu/accounting under the **Request Reimbursement** section.
- Name and address of person being reimbursed
- Itemized paid receipts showing the payment method

Can our organization pay an author or symposium speaker an honorarium?

Yes. Submit a completed honorarium checklist, available at https://law.msu.edu/accounting under the **Pay an Honorarium** section, along with all supporting event documentation. Accounting will contact you if further information is needed.

Can we purchase gifts or gift cards?

Yes. Gifts/gift cards should be under $100. Gift cards must be distributed within two weeks of purchase. To request reimbursement, submit request to acctg@law.msu.edu. Include an itemized paid receipt, detailed business purpose, and completed gift table. Contact the accounting office for a blank gift table. Gifts to students must be routed through Financial Aid and could affect a student's aid.

Accounts & Mail

What is the difference between the budget and Registered Student Org account?

The College of Law provides a budget for each law review as part of its general fund account. The budget is used to support operational expenses during the school year and does not roll over from year to year.

Law Reviews may also register as a student organization at Involve@State allowing access to an on-campus account which is funded entirely by the student organization. Funds in these accounts carry over from year to year until they are spent. Registered Student Org accounts and any transactions associated with them fall outside the purview of the College of Law Accounting Office.

How do we use MSU Mail Services?

Mail Service Requests can be found on the Stores and Logistics website - https://storeslogistics.msu.edu/. Select **Service Request** and log in. Choose US Postal Service, select the type of service, and complete the requested information. Submit the request, then print the form and attach it to the items being mailed.

Questions? Contact Accounting at ACCTG@law.msu.edu before proceeding when you are unsure about a transaction.