Forms

Payment request forms are used to pay for expenditures incurred by your organization.

Payment to Vendors

Information required is:

The organization name where it says, “from the account of”;

The account and line number;

Refer questions to (the person filling out the form);

The date;

Vendor Information;

Invoice # (If applicable);

Invoice date

A description of what is being purchased; and

President’s and the Treasurer’s signature.

RECEIPTS MUST BE ATTACHED and must total the amount requested. The name of the vendor must be on the bill.

Sales Tax

Brooklyn College is tax exempt in New York State. Sales taxes exceeding $1.00 will not be reimbursed. You are responsible for obtaining a tax-exempt form from Central Depository. A tax-exempt form will only be given if you have the name of a vendor. No blank forms will be distributed. Should you make several purchases without tax exempt forms, the sales tax will be totaled in aggregate and not be reimbursed.

Food for events/meetings

These payment requests should be accompanied by the invoice, flyer/email advertising the event/meeting, and a sign-in sheet. These documents should also be included where there is a request for reimbursement for this type of expense.

Contracts for services rendered

When submitting payment request for services rendered, please ensure that the original contract is submitted. Also the Contract form must be completed and include: the name of the person that performed the service, the date the service was performed, the description of service performed, the
amount to be paid, and the signature of the person performing the service. — **Contracts are obtained through your liaison.**

**W9 Form**

Submit a W9 form for new vendors or vendors with a change of address. If you are unsure, please contact Central Depository to verify if vendor has a valid w9 form on file. The vendor name on the W9 form must be the same name that the check is payable to.

**Additional Information**

Any additional information that further explains the expenses should be included. If the reason for the purchase is not self evident, include a note indicating the intended use of the items.

**Signatures**

The payment request form must be signed by the authorized signer(s) for the account.

**Personal Reimbursement**

Complete the Central Depository payment request form, indicating your account name, number and the line number. Include the name of the payee, the invoice number, amount and a brief description of the expenses. **Please make sure you include the full home address of the payee.**

All proof of payment should be signed by an authorized signer for the account and say “OK to pay”. For requests containing more than five receipts a signed memo listing the amounts to be reimbursed is acceptable in lieu of signing every receipt.

- **If the payment was made in person** — proof of payment will be an original receipt showing that the bill was paid in full and will specify the method of payment. All receipts must include the name and address of the vendor, the total amount paid, and a list of the items purchased.

- **If the payment was made online** — proof of payment will be your monthly credit card statement showing your name and address and the original receipt or online confirmation for the transaction. Please obscure all but the last four digits of the credit card number. Any other unrelated information you do not wish to disclose may be obscured as well.

- **If the payment was made via personal check** — proof of payment will be a copy of the cancelled check (front and back) and an original receipt. The back of the check must show that it was cashed.

**Description and Justification**

A memo explaining why it was necessary that the items were purchased with personal funds must accompany all requests for reimbursement. If the items were purchased for an event, include the date of the event and all available documentation outlining the event (flyers, invitations, programs, brochures, itineraries).
Purchase Orders

A Purchase Order will be used for all purchases ahead of time from $1 to $1250.

1) Obtain a quote (cost) from the vendor

A Complete purchase order form requires:
- Name of organization
- Vendor name Address and fax #
- Account Number
- Line # funds are being requested from
- Detailed explanation (including cost and shipping, no tax added) of items
- Organization’s contact person and contact #

2) Submit to Student Activities with completed payment order (except for the total amount)

A Purchase Order #(PO #) is issued within 24 hours of submission. Once number is issued, the student group will be contacted and is responsible for placing and following up with the order.

- Items other than food must be delivered to Central Depository. Organizations are notified upon receipt of merchandise
- Once the original invoice is received by Central Depository or the organization, it will be submitted for payment.

*For equipment purchases please check with the CD office first for comparative bidding guidelines*

Cash Advances

1. Complete the cash advance form.
   Indicate your account name and number
   Include the payee/vendor name
   Indicate the full home address of the PAYEE.
   Indicate an amount and a brief description of expected expenses (Remember – what you write in the description is what you are purchasing). Anticipate your expenses, if it is not included in the description then it should not be purchased.

2. Attach the following backup:
   Event Flyer or other backup stating the name, location and date of the event.
   Budget- Advances over $100.00 require a budget stating projected expenses.
   Quotes- Advances for hotel reservations, registrations, and transportation costs need to be accompanied with a quote from the vendor or an outline printout stating estimated cost.
   Please allow five (5) business days for processing.

Receipts or deposits must be submitted within 7 Business days of the return date/event date.

CASH ADVANCES ARE NOT USED TO REIMBURSE YOURSELF – For that you would use a payment request.
Fundraising / Money Collection

- Any money collected for club must be deposited into the club account in Central Depository.
- Students who wish to fundraise must notify their liaison and CD office, in writing (e-mail acceptable) at least three weeks prior to the date of the event, stating clearly the name of the organization for which funds are being raised.
- A written confirmation from the organization stating their ability to receive the donation must be presented prior to making arrangements. This letter from the organization must include at least the name, address, telephone number, and Federal Tax ID of the organization.
- Flyers and all ads must note the name of the organization for which the funds are being raised.
- Once funds are collected deposits must be made immediately after event or within 48 business hours after the conclusion of the fundraiser into the club account.
- Cans for donations, if needed, can be acquired in Central Depository.

Gifts and Awards

- No student activity fee money can be spent on contributions or gifts. You may not give awards without an approved, separate award line 19, in your budget, that money has been deposited into. Awards are for exceptional service. Use certificates for participation or thanks.
- Gift cards CANNOT be purchased with Student Activity Funds.