P-Card is the preferred method of payment, if the P-Card could not be used, below is a quick reference for an alternative payment. The links direct you MyBC, where the forms may be filled out and submitted electronically to the Office of Student Involvement (credentials are required):

**BC Student Reimbursement Form**
Use this form to request a reimbursement to a Boston College student for a Student Organization expenditure. This form should NOT be used to request payment to a BC student for services rendered.

**BC Employee Payment Form**
Use this form to reimburse a BC Employee for expenses or to pay for services to a full-time Boston College Employee.

**Expense Report Form** *(found on SABSC website)*
This form must be completed and submitted with all travel related expenses (and attached to the reimbursement form).

**Student Hire & Payment Form**
Use this form to hire and pay a student for service contracts. This form should not be used for expense reimbursements or awards.

**Outside Vendor Payment Form**
Use to request a payment for goods or services to an external company or organization.

**Transfer Form**
Use to move funds from one chartstring to another chartstring. For example, this form can be used if two clubs are co-sponsoring an event.

**Purchase Order Form**
This form is typically used for purchases over $5,000.00 or for transportation services such as a bus. A Purchase Order (PO) is a payment agreement between a buyer and a vendor. No cash is required in advance. The vendor will invoice BC for payment after the service is rendered.

**P-Card Increase Form**
Use this form to add funds to your P-Card.

**P-Card Reconciliation Form**
Use this form to reconcile your P-Card expenses against the monthly US Bank Statement.

**Deposit Form**
This form is for depositing of checks for donation or gifts to organizations only. All revenue collection for a Student Organization MUST be handled using eMarket. Contact the Office of Student Involvement for further information.