

**Boston College**  
**Graduate Student Association**  
**Payment Request CHECK LIST**

*GSA Treasurers, before submitting your reimbursement and advance payment check requests to the GSA Financial Director, please review the following check list to ensure that you have completed all necessary steps in the process.*

**Have you:**

- Filled out *both* the “Payment Request Form” and the “SABSC Expense Report Form” (available on-line at [www.bc.edu/offices/gsc/gsa/gsa\\_treasurer.html](http://www.bc.edu/offices/gsc/gsa/gsa_treasurer.html))?
- Included the “BC Eagle ID” number of the BC student or employee who will be reimbursed for the expense...
- ...or the “Vendor ID” number, if the payee (person or establishment) is not affiliated with BC?
  - Reminder: To obtain a Vendor ID number, you must fill out a “Vendor Request Form,” which can be found on-line at [www.bc.edu/offices/acctpay/forms/vendor\\_request.html](http://www.bc.edu/offices/acctpay/forms/vendor_request.html).)
- Made sure that the person who is requesting to be reimbursed for an expense is the person who actually purchased the goods or services? (I.E. If Bob’s Mom fronted the money for a purchase, then Mom (not Bob) must be reimbursed for the purchase.)
- Signed the forms?
- Paper-clipped all necessary back-up documentation to the forms, including:
  - Itemized receipts for all goods and services purchased? (These must be taped to a blank, 8.5-11 inch piece of paper, on one side only.)
  - A credit card statement for all goods and services purchased with a credit card
    - showing the name of the credit card holder,
    - showing the last four digits of the account,
    - and showing the purchase itself?
    - Reminder: all other account information must be blacked out.
  - A bank statement or copy of cancelled check for all goods and services purchased by check?
  - An invoice or contract for all advance payment check requests?
    - Reminder: All contracts must be signed by the Associate Dean for Graduate Student Life, Katie O’Dair ([odair@bc.edu](mailto:odair@bc.edu).)
  - A copy of the event flier or some other form of documentation that proves the legitimacy of your purchase?