

GRADUATE STUDENT ASSOCIATION PAYMENT REQUEST FORM

TRANSACTION TYPE: EXPENSE REIMBURSEMENT OR CHECK REQUEST

FUNDING SOURCE: Departmental Funds Special Funding Programs REG Funds

GSA Department: _____ Today's Date: _____

GSA Representative: _____ E-Mail: _____

Expense Information

Date(s) of invoice/expense: _____ **TOTAL AMOUNT DUE: \$** _____

Full description of expense _____

Information in box to be filled out by Payee:

Make check PAYABLE TO: _____
Address (PERMANENT, not on campus address): _____
City, State, Zip: _____ **Phone:** () _____ - _____
 BC student or employee, please provide Eagle ID Number: _____ and BC email _____
 Outside Vendor/ Individual/ Sole Proprietors, please provide BC Vendor ID number _____
To obtain BC Vendor ID number, please complete **Vendor Request** at http://www.bc.edu/offices/acctpay/forms/vendor_request/
 Vendor is already on file with correct remitting address (requests will be returned if vendor record cannot be found)

Sign Below to Approve Above Expenses

GSA Rep./Treasurer: _____ **Date:** _____

GSA Financial Director: _____ **Date:** _____

OGSL Staff: _____ **Date:** _____

FOR OGSL STAFF USE ONLY!!!

The check is needed by _____ and must be held and picked up by a SABSC staff who should email _____ when the check is ready to be picked up at 21 Campenella Way, Suite 251, Monday-Friday, 9am-5pm
OGSL Staff Initials _____

Chart String (To be filled in by GSA Finance Director):

<u>Dept ID</u>	<u>Fund</u>	<u>Fund Source</u>	<u>Program</u>	<u>Function</u>	<u>Property</u>	<u>Account (SABSC use)</u>

FOR SABSC USE ONLY!!!

Reason for return: _____

On ___/___/___, the treasurer was emailed, the GSA financial director was carbon copied, and the form was returned to the GSA Financial Director at the Murray Graduate Center

EXPENSE# or VOUCHER #: _____ SABSC STAFF: _____ DATE: _____

How to ensure effective processing

Documentation

Paper clip to this form:

- Original, itemized receipt(s) showing proof of payment and **taped** to a sheet of paper
- Backup documentation (flyer, e-mail, agenda describing event, including date and intended participants)
- Credit card purchases require credit card statement/ bill
- Expense report should accompany all reimbursement requests for BC students and Employees

Processing Steps

- ⇒ Complete form, paper clip to receipts and other documentation, submit to school or department Representative.
- ⇒ GSA Representative submits signed form and other documents to GSA Treasurer in Murray 101.
- ⇒ GSA Treasurer Submits to MGC staff, who will approve and send to SABSC within 48 hours of receipt.
- ⇒ Accounts Payable cuts check and mails to or notifies payee, receipt of check in 10-14 days.