

**SABSC CLUB & ORGANIZATION PAYMENT REQUEST FORM**  
**PRINT CLEARLY OR TYPE, SEE PAGE 2/BACK OF FORM FOR INSTRUCTIONS**

Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone # (local): \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Chart String:**

<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>

Name of Event: \_\_\_\_\_ Date of Expense: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Amount: \$ \_\_\_\_\_

Full Description of Expense: \_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

Address (PERMANENT, not campus address): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: (        ) \_\_\_\_\_ - \_\_\_\_\_

BC student or employee, Eagle ID#: \_\_\_\_\_ BC email: \_\_\_\_\_

Outside Vendor/Individual/Sole proprietor, BC Vendor ID #: \_\_\_\_\_

To obtain BC Vendor ID#, complete **Vendor Request** at: [http://www.bc.edu/offices/acctpay/forms/vendor\\_request.html](http://www.bc.edu/offices/acctpay/forms/vendor_request.html)

The vendor is on file. Provide the Vendor ID # above. The request will be returned if the Vendor cannot be found

**SIGNATURES REQUIRED:**

CLUB TREASURER (PRINT) \_\_\_\_\_ SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_  
 \*\*\* must be co-signed by club president if reimbursing self \*\*\*

SPO/ODSD ADVISOR (PRINT) \_\_\_\_\_ SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

***SPO/ODSD Use Only***

***FOR THE FIRST OPTION BELOW, THIS FORM MUST BE HANDED TO A SABSC FULL-TIME EMPLOYEE BY AN SPO/ODSD ADVISOR, AND THE ADVISOR'S INITIALS ARE REQUIRED OR THE REQUEST IS INVALID***

The check is needed by: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ and must be held and picked up by a SABSC staff who will email: \_\_\_\_\_ when the check is ready to be picked up at the SABSC. Advisor's initials: \_\_\_\_\_

**WAIVER:** Additional documentation is attached. Advisor's initials: \_\_\_\_\_

***SABSC Use Only***

\*\*\*\*\*

**Reason for return:**  *Insufficient documentation*     *Insufficient Funds*     *Other:* \_\_\_\_\_

**Comments:** \_\_\_\_\_

On \_\_\_\_ / \_\_\_\_ / \_\_\_\_ the treasurer was emailed, the SPO/ODSD advisor was cc'd, and the form was returned to club mailbox

EXPENSE OR VOUCHER # \_\_\_\_\_ SABSC STAFF: \_\_\_\_\_ DATE: \_\_\_\_\_

## How to Ensure Effective Processing

### General

- Fill out the Payment Request Form (PRF) completely and legibly. The form can be filled out on-line and printed
- All PRFs must be signed by the club treasurer and the SPO/ODSD advisor
- For your records, make a copy of all paperwork before submitting

### Required for Reimbursement

- The SABSC Expense Report Form found at: [http://www.bc.edu/offices/sabsc/meta-elements/pdf/SABSC\\_Expense\\_Report.pdf](http://www.bc.edu/offices/sabsc/meta-elements/pdf/SABSC_Expense_Report.pdf)
- Proof of Payment
  - If method of payment was cash, make a note that CASH was used
  - If a credit/debit card was used for payment, an itemized credit card receipt and a credit card signature slip must be submitted
  - If the form of payment was a check, submit a copy of the front and back of the processed check
- Supporting Documentation
  - Original itemized receipt required for all reimbursement requests
  - List of attendees for all on and off campus meals
  - Original boarding passes for airline travel
  - MapQuest or YahooMaps required for mileage reimbursement

### Receipt Instructions

- Organize your receipts by expense category (e.g. office supplies, meals, printing, etc...)
- Tape receipts on to a blank 8.5" x 11" sheet of paper. **PAPER CLIP** all receipts to the PRF
- Circle the amount due on each receipt, total each sheet, and write the Page Total and Payee Name at the lower right hand corner of the sheet
- The total of the receipts must match the total listed on the PRF

### Checking on a Reimbursement

- It takes 7-10 business days for a check to be processed through the University System *if all forms are completed correctly and all appropriate supporting documentation is attached. Inaccurate/incomplete paperwork will hold up the process!*
- If you are a BC employee with direct deposit, a "Rush" reimbursement request can not be processed. See a SABSC representative if you have any questions
- If you would like to check on the status of a reimbursement/check request, go to your club MyFiles folder, retrieve the Voucher or Expense Number written at the bottom of the form, and then send an email to [club.budget@bc.edu](mailto:club.budget@bc.edu). If the PRF is not in MyFiles, send an email to [club.budget@bc.edu](mailto:club.budget@bc.edu) with the Payee name, the Club/Organization name and chartstring, the amount, and the date of treasurer's signature

### Check Routing

- Payee/Vendor checks will be mailed to the address provided on the PRF
- Employee and Graduate Student checks will be mailed to their BC department
- Undergraduate Students will be emailed by Accounts Payable when their checks are ready to be picked up at More Hall
- If you are a BC employee, you can sign up for direct deposit at: <http://www.bc.edu/offices/acctpay/meta-elements/pdf/AuthorizationForm.pdf>