

SABSC DEPARTMENTAL 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

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

SIGNATURES REQUIRED:

EMPLOYEE NAME (PRINT): _____ SIGN: _____ DATE: _____

AUTHORIZATION (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 ADMINISTRATOR, AND AUTHORIZATION 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. Authorization's initials: _____

WAIVER: Additional documentation is attached. Employee/Authorization's initials: _____

More than 25 participants attended the event. No List of Attendees required. Authorization's initials: _____

SABSC Use Only

Reason for return: *Insufficient Documentation* *Insufficient Funds* *Other:* _____

Comments: _____

On ____/____/____ **the employee/authorization was emailed and the form was returned to the originator's 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 Employee and/or Authorized Administrator
- For your records, make a copy of paperwork before submitting

Required for Reimbursement

- The SABSC Expense Report is required only for travel reimbursement requests. The form can be found at: 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 meal events with less than 25 attendees
 - 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 the 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 the Department MyFiles folder, retrieve the Voucher or Expense number written at the bottom of the form, and then send an email sabsc@bc.edu. If the PRF is not in MyFiles, send an email to sabsc@bc.edu with the Payee Name, the Department Name and the chartstring, the amount, and the date of employee/authorized 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 Student will be emailed by Accounts Payable when their check is 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>