

OFFICE OF RESIDENTIAL LIFE PAYMENT REQUEST FORM

PRINT CLEARLY OR TYPE, SEE PAGE 2/BACK OF FORM FOR INSTRUCTIONS

Today's Date: ___ / ___ / ___

Area: Freshman Sophomore Senior

RA: _____

RD/AsstD: _____

AsstD/AssocD: _____

AsstD/AssocD phone #: _____

E-Mail: _____

Program: RA (12013) RHA (12014) Faculty Fellows (12012) BCEP (15042)

Method of Payment: Personal Card Cash CorpAmex P-Card, Name _____

Student Contribution Attached: Yes No If yes, amount: \$ _____

Name of Event: _____ Date of Event: ___ / ___ / ___ Amount: \$ _____

Description of Expense: _____ Date 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 # above. The request will be returned if the Vendor cannot be found

SIGNATURES REQUIRED:

RD/Assistant Director (PRINT) _____ SIGN: _____ DATE: _____

AUTHORIZATION (PRINT) _____ SIGN: _____ DATE: _____

ASSISTANT DIRECTORS' USE ONLY

FOR THE FIRST OPTION BELOW, THIS FORM MUST BE HANDED TO A SABSC FULL TIME EMPLOYEE BY AN ORL AD, AND AD'S INITIALS ARE REQUIRED OR THE REQUEST IS INVALID

The check is needed by: ___ / ___ / ___ and must be held and picked up by an SABSC staff who should email: _____ when the check is ready to be picked up at the SABSC. AD's initials: _____

WAIVER: Additional documentation is attached. AD's initials: _____

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

SABSC Use Only

Reason for return: Insufficient Documentation Insufficient Funds Other: _____

Comments: _____

On ___ / ___ / ___ the assistant director was emailed, and the form was returned to the RLA mailbox

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>
025301		10000			00000	

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 authorized administrators
- For your records, make a copy of paperwork before submitting

Required for Reimbursement

- Proof of Payment
 - If a credit/debit card was used for payment, an itemized credit card receipt and a credit card signature slip must be submitted
 - If you paid by check, submit a copy of the front and back of the processed check(s)
- Supporting Documentation
 - Original itemized receipts required for all reimbursement requests. No personal expenses should be on any receipt
 - List of attendees for all on and off campus meals
 - Original boarding passes for airline travel
 - MapQuest or Yahoo Maps required for mileage reimbursement
 - SABSC Expense Report required only for travel reimbursement requests

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. **DO NOT HIGHLIGHT THE RECEIPT**
- 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
- RAs should report to the RD if reimbursement is not received within 3 weeks

Check Routing

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