

SABSC Outside VENDOR Form

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

Date: _____/_____/_____

Contact Person: _____ Title: _____

Phone: _____ E-Mail: _____

Chartstring Name (Required): _____ Department Name: _____

Chartstring:

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

Event Name: _____ Date of Expense: _____/_____/_____ Amount: _____

Detailed Description of Expense/Business Purpose (Attach ALL associated receipts): _____

Make Check Payable To: _____

Payment cannot be made until service is rendered; BC does not make advance payments

BC Vendor ID Number: _____

Provide the Vendor ID number above. The request will be returned if the Vendor ID number cannot be found or if the invoice does not have a remit address

To obtain a BC Vendor ID Number, the vendor must register as a supplier:
www.bc.edu/content/bc-web/offices/financial-vice-president/departments/procurement.html

Foreign Vendors must also complete the Foreign Vendor Registration Form on the same page

Authorized Approvals:

Name: _____ Title: _____ Sign: _____ Date: _____

Name: _____ Title: _____ Sign: _____ Date: _____

----- **For SABSC Use Only** -----

Comments: _____

Voucher #: _____ Date: _____ Processed by: _____

How to Ensure Effective Processing

General Information

- This form is used to pay an outside vendor-- NOT for reimbursements to BC students or BC employees
- The Outside Vendor Form can also be used to reimburse a non-BC individual for out of pocket expenses incurred
- Fill out the Outside Vendor Form completely and legibly. The form can be filled out online and printed
- The form must be signed by the appropriate signatories
- BC cannot make a payment to an outside vendor with an order confirmation or statement. An invoice is required
- For your records, make a copy of all paperwork before submitting to the SABSC

Required for Payment

- Invoice
- The total of the Invoice must match the total amount listed on the Outside Vendor Form
- Invoice must be submitted and paid after services were performed or after the event took place. BC does not make advance payments to outside vendors
- **For Non-BC Individuals for Reimbursement Only** - Supporting Documentation
 - Original itemized receipt
 - A list of attendees is required for food expenses greater than \$75 unless the number of attendees exceeds 25 individuals. If this is the case, make sure to write "more than 25 attendees" on the paperwork
 - Permanent mailing address required. Write the address on the receipts page
 - W-9 NOT required

Checking on a Payment

- It can take 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
- Vendor checks will be mailed to the remit address provided on the Invoice unless otherwise indicated. Please be sure the remit address matches the address on the Invoice
- Direct Deposit/Electronic Fund Transfer (EFT) is preferred and will allow the Vendor to receive payment in a more efficient and timely manner. EFT checks cannot be held for pick up