

**BC STUDENT  
AFFAIRS**

**SABSC Guidelines  
2019-2020**



**Student Affairs Business Service Center**

# Overview

## Preface

University policy states that all revenues generated by the University and all expenditures for goods and services must be recorded and accounted for within the financial accounting system of the institution. The use of University funds or assets for any personal, unlawful, or improper purpose is prohibited.

### A. General Information

1. All payments for services rendered by a BC employee or student must be submitted and paid through BC Student Services or Human Resource Service Center.
2. All reimbursements are paid via direct deposit. The reimbursement will be direct deposited into the BC payroll account you designated.

### B. Internal Account Entitlements

1. BC's sales Tax Exempt Status. Inform all vendors of the tax exempt status when placing orders. The Tax Exempt certificate can be found at: <http://www.bc.edu/offices/buy/businesswith/exemptform.html> . BC is not exempt from meals and hotel room taxes.
2. Contract Negotiation: Procurement Services has a number of negotiated contracts with area vendors. See the Procurement preferred vendor list at <http://www.bc.edu/supplier>

### C. Funding:

eMarket is the method for revenue collection. eMarket can be used for non-ticketed events, donations, dues, and merchandise sales. Manual collection of revenue for deposit is prohibited. Contact the SABSC for additional information.

# Financial Guidelines

## 1. Department Responsibilities

- a. Process budget transfers within a department Chartstring
- b. Reconciles events to ensure that internal charges (e.g. BOC) are accurately paid
- c. Processes budget transfer to the p-card account as needed
- d. Reconciles P-Card on a monthly basis, if the P-Card was used

## 2. SABSC Financial Documents

- a. BC Employee Payment Form
- b. BC Student Hire Form
- c. BC Student Hire and Payment Form
- d. Purchase Order Form
- e. Transfer Form
- f. Travel Advance
- g. Outside Vendor Payment Form
- h. SABSC Expense Report
- i. Award / Honorarium Form

3. **Authorized Signature:** The authorized signatory must sign-off as the 1<sup>st</sup> Authorization and complete the date field. However, the individual requesting reimbursement cannot sign-off on their own reimbursement; in this case a 2<sup>nd</sup> Authorization is required. The 2<sup>nd</sup> Authorization must be your supervisor.

## 4. Reimbursement

- a. The P-Card is the preferred method of payment.
- b. INDIVIDUALS will NOT be reimbursed for cash, check, or credit card payments to a vendor for services rendered. The vendor must submit an invoice for payment through the University system and be taxed for services rendered.
- c. Proof of payment is mandatory for all reimbursements. If you paid by credit card, an itemized receipt and a copy of the credit card signature receipt is required.
- d. Original itemized receipts are required and all receipts submitted must total the written total dollar amount of reimbursement.

- e. Uber reimbursement must include a “Map” and Payment page showing payment was made with a credit card.
  - f. E-ticket or boarding pass are mandatory for airfare reimbursements.
  - g. An SABSC Expense Report is required for travel-related reimbursements.
  - h. You must submit your travel reimbursement requests after travel is complete. If you received a travel advance before traveling then you must submit for reimbursement as soon as you return so that the University can reconcile your expenses to the advance.
  - i. An itemized meal receipts with a list of attendees is required for dining reimbursements.
  - j. For conversion rates, the University recommends [www.oanda.com](http://www.oanda.com) for the most current rates. When calculating the rate, please use the date the expense was incurred, print the Oanda page and submit it with your Expense Report. You do not have to use this site if you paid by credit card, and the charge were automatically converted on the credit card statement by the credit card company; in this case can submit your credit card statement instead of the oanda conversion.
  - k. You can be reimbursed for either mileage or gas, but not both. Go to: <http://www.gsa.gov/portal/content/100715> to obtain the mileage rate; and to [www.mapquest.com](http://www.mapquest.com) to obtain and print out the total traveled miles. Multiply the total mileage by the rate to calculate mileage reimbursement.
5. **Time-Frame:** It can take up to 7-10 business days for financial payments to be processed through the University system.

## **Contact Information**

**Student Affairs Business Service Center (SABSC)**  
Maloney Hall 251

Walk-ins:

Monday – Friday, 9am – 5pm, Summer Monday – Thursday 9-5  
Fridays 9-3

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