

Financial Forms Reference Guide for Student Organizations

Below is a list of the available financial forms for Student Organizations. The links direct you to MyBC, where the forms may be filled out and submitted electronically to the Office of Student Involvement (Treasurer credentials are required):

[BC Student Reimbursement Form](#)

Use this form to request a reimbursement to a Boston College student for a Student Organization expenditure. This form should NOT be used to request payment to a BC student for services rendered

[BC Employee Payment Form](#)

Use this form to reimburse a BC Employee for expenses or to pay for services to a full-time Boston College Employee

[Expense Report Form](#) *(found on SABSC website)*

This form must be completed and submitted with all travel related expenses (and attached to the reimbursement form)

[Student Hire & Payment Form](#)

Use this form to hire and pay a student for service contracts. This form should not be used for expense reimbursements or awards

[Outside Vendor Payment Form](#)

Use this form to request payment to a non-BC company, organization, or individual. In order to request payment for an outside merchant, the vendor must first complete a W-9 tax form in order to receive a "BC vendor identification" number.

This form should also be used to reimburse a non-BC individual for out of pocket expenses. Completion of the W-9 tax form is not required in this circumstance.

[Transfer Form](#)

Use to move funds from one chartstring to another chartstring. For example, this form can be used if two clubs are co-sponsoring an event

[Purchase Order Form](#)

This form is typically used for purchases over \$4,999.99. A Purchase Order (PO) is a payment agreement between a buyer and a vendor. No cash is required in advance. The vendor will invoice BC for payment after the service is rendered

[P-Card Increase Form](#)

Use this form to add funds to your P-Card

[P-Card Reconciliation Form](#)

Use this form to reconcile your P-Card expenses against the monthly US Bank Statement

[eMarket Request Form](#)

Use this form to gain access to BC's e-commerce site in order to conduct such business operations as collecting dues, as well as the sale of tangible goods (e.g. hoodies or t-shirts).