Requisitions, Funding Timeline & Processes

Budget Form

**Budget Forms** which include a request for food must be submitted no later than 2 weeks prior to your event. This deadline cannot be moved as it is necessary for Student Development in order to give time for us to process a “Requisition” and have the requisition approved by all the necessary approvers. District policy states that the Chancellor or his or her designee must approve of the request prior to the event.

- A requisition is the process by which the Student Development Office requests a check through the District check request system

Minutes

A copy of your club's meeting minutes signifying that the club decided as a club to spend exact or more money on the particular event must be submitted with the Budget Form. The minutes must specifically show an amount of money approved by the club.

Payment Form

**Payment Forms** are required to be submitted no later than 7 days after a purchase or event. The **Payment Form** is required in addition to the Budget Form (for food) and is used by Student Development in order to request a check be cut to the person on the form who is to be reimbursed. On the form there is also a section to help Student Development know what you would like us to do with the check once we receive it.

Required Documentation for Payment

In order to make a payment or to receive a reimbursement, original documents such as invoices (signed to signify service has been rendered) and itemized receipts (no credit card receipts) must be turned in to the Student Development Office no later than 7 days after the purchase is made.

**Items that must be submitted with the Payment Form:**

- Vendors: **W-9 form** § **Invoice** (invoice template can be found in the back of this handbook and online)
- **Receipts**
  - Receipts need to be submitted with the reimbursement form.
  - Receipts must be original. - Receipts must be itemized (see example)
Example of approved receipt
*Credit card receipts cannot be accepted as back up:

Save Mart Plus
28000 Marguerite Pkwy
Mission Viejo, CA 92692
Time: 8:55 am Date: 1/19/10
Cookies $8.00
Pizza $10.00
Plates $5.50
Subtotal $24.50
Tax $1.90
Total Amount: $26.40

- If company name and address are not printed on the receipt, grab a business card and have the cashier sign the receipt.
- You must not make personal purchases with purchases to be reimbursed by the college or club account.
(Ex. Your club is having a bake sale and with the supplies for the bake sale you want a soda as well, purchase the soda on a separate receipt.)
- If returns of items are made either note on original receipt or include the return receipt with reimbursement form.

Requisition
This form is submitted to request that a check be cut from the District for payment
Requisitions are forms that the Student Development Office fills out, after a Payment Form is received, in order for someone to receive a reimbursement/payment for an event/purchase.

Requisitions must be received by the district no later then 10 days after an event. Therefore, payment form and receipts must be received by the Student Development Office no later than 7 days after the event. Keep in mind, the longer it takes for the process to be completed by your club, the longer it will take to produce payment.
The requisition process goes as follows:
1. Requisition is written.
2. Requisition is approved by ASG Treasurer (On Tuesdays and Thursdays at 10:30am).
3. Requisition is approved by ICC Advisor.
4. Requisition is approved by Director of Student Life.
5. Requisition is sent to the District.
6. Requisition is approved by purchasing.
7. Requisition is approved by accounting.
8. Minutes and receipts are provided to Accounting for proof of payment.
9. Check is cut the following Thursday only (if process is not completed by the previous Tuesday, check will be cut with the next check cycle). Checks can not be processed any other day, so make sure to plan accordingly when making requests.
10. Check is received by Student Development Fridays after 12pm; someone from the Student Development Office will contact the check recipient.
* Call to verify check is available before making a special trip to campus.
Contracts **CONTRACTS:** No employee or student shall enter into contract or agreement which obligates the College, District or Associated Student Government (ASG) without following the procedures detailed below.

If any employee(s) or student violates this process and singularly enters into a contract or agreement without appropriate authorization there is no guarantee of payment to the vendor or reimbursement to the employee or student. Under no circumstances must an employee or student personally pay for a contract or agreement.

**Purchasing Food & Drinks**
- Clubs and organizations that wish to purchase food must submit the Budget Form to the Student Development Office at least two (2) weeks in advance of when the check is needed.
- Food must be purchased from the Cafeteria; this is because the college has an exclusive contract which gives the cafeteria the right to bid on all catering on campus.

1. If the cafeteria cannot provide what you are looking for and/or you can find the product cheaper somewhere else, you must have the cafeteria manager sign the food portion of the event planning form.

***We strongly encourage and ask that you consider using the cafeteria over an off-campus source as the cafeteria pays the Associated Student Government rent based on sales, and the money received from the cafeteria goes right back in to student activities, clubs and organizations.

- All drink products must be Pepsi Co. products whether you purchase them from the cafeteria or from an off-campus source. This is because the college has an exclusive contract with Pepsi Co. Clubs must not purchase and bring on to campus any other company's beverages. If you do so, the product will not be reimbursable, and the club will be put on probation.

**Duplication and Graphics Charges**

Fill out Duplication Form (available only in the Student Development Office) and you must get a signature from a Student Development staff member. Return the pink portion of the duplication form to the Student Development Office. Please budget for the duplication charges that have been incurred but have not been deducted from your account, as it can take three months for the charges to be debited from your account. *Prices are significantly lower than Office Supply companies and duplication companies.*