

## **Purchase or Reimbursement Vouchers**

To request reimbursement, a completed voucher must be submitted with any necessary specifications or receipts to the SBA Chief Financial Officer.

### **Instructions for Completing the Request for Payment Voucher**

Under no circumstances will any funds be disbursed without a completed voucher. The state auditors have urged student organizations to maintain adequate and consistent documentation of expenditures. These vouchers, when properly completed, provide satisfactory documentation and accountability for disbursement of SBA funds. Only forms marked SBA-200 are acceptable. No other vouchers will be accepted!

The blank line on the upper right corner of the form are for the SBA Chief Financial Officer's use. The Chief Financial Officer records the voucher and check number of the approved request on this line.

Mark the appropriate disbursement type in the upper left corner of the form.

- Reimbursement: payment to student or faculty member
- Direct payment: direct payment to vendor for items purchased on credit
- Payment of purchaser order: payment through Storrs for a pre-approved purchase order
- Payment to the Annual Program Fund: repayment of a short-term loan from the Annual Program Fund

The name, address and PeopleSoft ID number or FEIN of the payee, even if the payee is not a law student, must be provided. This guarantees that checks will be delivered to the appropriate individual.

List the amount of expenditure. Remember that the University of Connecticut is a tax exempt organization. For any large expenditure, especially purchases through vendors, the SBA will not pay sales tax on the purchase. Tax-exemption certificates may be picked up in Chase Hall, Room 201. This is the form that vendors need to exempt the purchase from sales tax.

Record the date on which each voucher is completed.

List the name of the organization. Common abbreviations are acceptable.

Print the full name of the person requesting the check. This person does not necessarily have to be the same person designated as the organization's financial officer.

Indicate the date, or proposed date of the event or activity.

Describe the event in several words which sufficiently identify this event with an approved budgeted item. If the activity has a particular theme or characteristic, please so indicate.

Both signature lines must contain signatures. If the requesting person also is the treasurer of the organization, then the president must sign as the financial officer. The individuals signing this form certify that the listed expenditures have been authorized by the SBA in the organization's budget.

The documentation for the expenditure must be stapled to the voucher. Such documentation may consist of an original cash register receipt bearing the name, date and amount of the purchase; a typed receipt on the vendor's stationary; a handwritten receipt listing the items purchased, indicating the name, address and telephone number of the vendor and bearing the signature of the representative of the vendor. Obtaining a proper receipt is your organization's responsibility. Original receipts are required. Second notices and photo copies are unacceptable.

Documentation of financial disbursements is your organization's responsibility. If your organization fails to comply with the requirements set forth herein, your organization will not be reimbursed for its expenditures. Disbursements cannot be made for items not individually included in your organization's approved budget. Unauthorized expenditures become the personal liability of those individuals requesting such payments.

- Vouchers for reimbursement must be submitted to the SBA Chief Financial Officer within 15 days of the date on the receipt or vendor invoice or the voucher will not be paid.
- Vouchers for direct payment must be submitted to the SBA Chief Financial Officer at least 7 business days before payment is due.

If you have any questions, contact the SBA Chief Financial Officer, James Anderson.