



Student Services

Authorization for Expenditure of Funds

DATE: _____

Make check payable to:

MAIL HOLD

NAME: _____ CSID#: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE#: _____

EMAIL: _____

CASH ADVANCE? REIMBURSEMENT? OTHER? _____

| <u>IMPORTANT</u> | Event Name & Company Name of Goods/Services | Date | Amount |
|---|--|---------------------|---------------|
| <p>Submit this form with the appropriate supporting documents</p> <p>SEE NEXT PAGE FOR DETAILS</p> <p>FAILURE TO PROVIDE THE APPROPRIATE SUPPORTING DOCUMENTS MAY RESULT IN DELAYS IN PROCESSING</p> | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Total Amount | |

A.S Officer: _____
(CANNOT BE FUND RECIPIENT) Type/ Print Name Signature Phone

Dean of Student Affairs : _____ Date: _____

FOR OFFICE USE ONLY

Clerk: _____ Acct Balance: _____ Check Number: _____ Check Date: _____

Received by: _____ Date Received/Mailed: _____

SUPPORTING DOCUMENTATION GUIDELINES

*Appropriate supporting documentation is necessary to complete funding requests.
Incomplete or incorrect documentation WILL delay processing.*

Please review the following information carefully.

Any additional questions can be sent to Student Affairs at mesastudentaffairs@sdccd.edu

Reimbursement Documentation Needed:

- Original Receipts
 - Must show the last 4 digits of debit/credit card used, vendor name, and full itemized list of purchased items
- Meeting Minutes approving the reimbursement with a completed and signed A.S. Bill that is voted on showing the approval of the reimbursement
- Digital Receipts for online purchases must additionally show the recipient's billing address.
- The A.S. Advisor **MAY NOT** sign to reimburse themselves
 - In this case, the Vice President of Student Services will sign instead

Cash Advance Documentation Needed:

- Meeting Minutes approving the event, approving the amount of the cash advance, and approving the cash advance to a specific club officer with a supporting Bill that shows the vote of approval
 - Must show intended itemized list (if applicable), vendor name, and date of event
- Any relevant invoices may be included but are **not** required

Additional Information Regarding Documentation:

Meeting Minutes and supporting approved Bill need to have

- A vote to approve either reimbursement or cash advance
 - The individual that receives funds **MUST** abstain, and result of vote must be documented (#Yes/#No/#Abstain)
 - If unanimous vote, can be documented as "Unanimous vote for/against..."
- Full name of student to be receiving the funds
- Amount of funds to be expended
- Date of Event
- Reason for expenditure
 - For example, "Reimbursement for giveaways at Club Rush", "Cash advance for upcoming AS Meet & Greet" etc.

Additional Clarifications Regarding Receipts:

- Reimbursements require **RECEIPTS**
- Cash Advances require a follow-up **DEPOSIT FORM and RECEIPTS**
- Additional documentation will be required for receipts that **DO NOT** show the last 4 digits of the credit/debit card or digital receipts that do not show the billing address
 - The purchaser will need to include a printout of their credit/debit card statement with the amount spent highlighted
- Receipts must be submitted no later than 30 business days after the date of purchase.