

GCSA

Financial Requisition Form

Name and Email: _____
Organization Name: _____
Organization Account #: _____
Reason for Request: _____
Amount Requested: _____

Attach Original Receipt to this form if stated below and send to the director of business management via inter-campus Mail.

There are several different ways to access your organization's money. See below for detailed instructions on all of your options, and check the appropriate category. Please read carefully, and follow specific instructions.

NOTE: As a non-profit, the college is tax exempt. You will not be reimbursed for tax. When making a purchase you will need to show our MA Tax Exempt form. This is available on Go Gordon. (Departments ---> Controller's Office ---> Forms ---> MA Tax Exempt.)

PETTY CASH

Used for reimbursements under \$200, where you paid for an expense of a student organization with your own money.

- At the time of purchase, you must show the Gordon College Tax-Exempt Form.
- Once you complete and mail this form, you will be returned a partially completed Petty Cash Form, with the original receipt via inter-campus mail. Then bring the completed Petty Cash Form and original receipt to the cashier's office to receive your cash reimbursement.
- NO gift cards are ever allowed for purchase. They are considered taxable income by the IRS, and thus we cannot purchase them.
- When seeking reimbursement for gas and mileage of a personal car used in a GCSA sponsored event, a Google Maps print off of your starting point and destination will be your receipt. The reimbursement is currently \$0.55/mile.
- To be reimbursed, this form must be completed within 30 days after your purchase.
- In certain circumstances, where you are not able to provide the cash upfront at the time of purchase, an advance of cash may be made available. Contact GCSAFinance@gordon.edu for more info.

CHECK REQUEST

Used to compensate individuals (ex. guests speakers) or services of \$200 or more. They are NOT to be used to purchase physical merchandise.

- Applicable uses: Professional services for outside contractors (i.e. Guest speakers, musicians, sports officials, photographers.) Expense and travel reimbursements to outside contractors. Conference registrations, hotels, bus and charter companies. Personal reimbursements.
- Before services, registrations, etc. have been completed fill out this form. Personal reimbursements should be requested a few days after payment. All check requisitions are due 60 days after services are carried out, or check requisition is invalid. Special circumstances may occur.
- You must attach the original invoice/receipt that you received from the vendor to this form.
- Once this form is completed and mailed your request will be placed within the college system.
- Checks are written every Wednesday and Friday, and usually take a day or two to be processed.

- Once the Check request has been approved, payment will be carried out by the controller's office.

PURCHASE ORDER

Used to purchase physical merchandise of \$200 or more. This includes, but is not limited to: apparel, uniforms, books, office supplies, etc.

- BEFORE placing any order with a vendor, you must fill out this form.
- You must attach the physical invoice that you received from the vendor to this form.
- Once this form is completed and mailed your request will be placed within the college system.
- Approval should only take a few days at most.
- Once the Purchase Order has been approved, you will be contacted by someone from GCSA via email, that you can go ahead and place your order with the vendor. Your assigned PO# will be given to you for the vendor's reference.
- When your order has been fulfilled, and the physical merchandise has been received, contact GCSAFinance@gordon.edu.
- Your purchase order will be confirmed as fulfilled in the college system, and payment will be carried out by the controller's office. Failure to inform GCSA that your order has been received will hold up payment to the vendor.

CREDIT CARD PURCHASE

Used to purchase items/services online, via payment from the college's credit card.

- Complete and mail this form.
- If the purchase is online, email GCSAFinance@gordon.edu with the link to your purchase check out. Please indicate your organization, reason for request, and amount requested.
- If the purchase is to be made over the phone, please email me specific instructions for the order.
- Your request will be placed in the college system and should be processed within a few days.
- Once approved, your order will be purchased with the college's credit card by the purchasing department.

NOTE: SPECIAL VENDOR RELATIONSHIPS

- All office supplies should be brought through Office Max using a Purchase Order. The college has corporate pricing established with Office Max.
- Gordon College has a BJ's Card that can be borrowed to purchase items for your organization. Remember to bring your tax-exempt form found on the GoSite under the Controller's Office. Contact Jeremy Depace of Auxiliary Services to borrow the college's BJ's card. You will be reimbursed normally through petty cash or a check request as indicated above.
- All promotional items (Tee Shirts, Mugs etc.) should be purchased via Rick Linn of Unlimited Promotions at rl@unlimitedpromotions.com
- Use the design center for all your printing needs (posters, banners etc.) Contact them at design@gordon.edu