GCSA Financial Requisition Form

Name and Student ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_

Reason for Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attach the Original Receipt to this form as stated below and send to the Student Life Office via inter-campus mail or drop off in Room 301 in Lane.

**Accessing Your Organization's Money:**

*Please Circle Number of Intended Financial Process*

1. **Reimbursement:** 
   * Used for reimbursements under $200 for expenses of student organizations.
   * Show the Gordon College Tax-Exempt Form at the time of purchase (sales tax might not be reimbursed).
   * Print out, complete, and deliver the form to the Student Activities Office in Lane 301.
   * Form must be handed in as a hard copy.
   * Do **not** purchase gift cards, as they are considered taxable income and might not be reimbursed.
   * For reimbursement of gas and mileage for personal car use, provide a Google Maps print-off of your starting point and destination.
   * Reimbursement is currently $0.53/mile.
   * Complete this form within 30 days after your purchase.
   * For advances, contact GCSA@gordon.edu for more information.
2. **Amazon/Office Depot Purchase:**

* + The College will not reimburse purchases made by clubs through Amazon or Office Depot due to our existing vendor relationships.
  + To order something on Amazon or Office Depot, email GCSA with the purchase checkout link.
  + The order will be placed by the GCSA Director of Finance using the college’s existing Amazon/Office Depot accounts.
  + Purchases through these vendors are subject to approval, which will impact shipping time (add at least a day).
  + Packages will be delivered to the Student Activities Mailbox; you will receive an email when your package is ready to be picked up.

1. **Purchase Order (PO#):** 
   * Used to purchase physical merchandise of $200 or more, including apparel, uniforms, books, and office supplies.
   * Submit this form when placing an order with a vendor (before receiving the order).
   * Attach the physical invoice or quote from the vendor.
   * Once approved, you will get a PO# to give the vendor to reference as they fill your order.
   * Notify GCSA@gordon.edu once your order has been fulfilled and received.
   * Payment will be carried out by the controller's office.
2. **Check Request:** 
   * Used to compensate individuals or services of $100 or more (e.g., guest speakers).
   * Do not use it to purchase physical merchandise.
   * Attach the original invoice/receipt from the vendor.
   * Submit this form before services or registrations have been completed.
   * All check requests are due within 30 days after services are carried out.
   * Checks are written every Wednesday.
   * Payment will be carried out by the controller's office once the request is approved.
3. **Credit Card Purchase:** 
   * Used to purchase items or services by phone or online using the College credit card.
   * Complete and mail the form.
   * If the purchase is online, email GCSA@gordon.edu with the purchase checkout link.
   * If the purchase is over the phone, email specific instructions for the order.
   * Once approved, the purchasing department will make the purchase with the college credit card.

**Special Vendor Relationships:**

* + BJ’s Card: Can be borrowed for organization purchases, bring the tax-exempt form. It can be borrowed from the Jenk’s Library front desk.
  + Promotional items: Purchase through Rick Linn of Unlimited Promotions at rl@unlimitedpromotions.com. (confirm this is still best contact?)
  + Printing needs: Use the Design Center for posters, banners, etc. Contact them at design@gordon.edu.

***Please refer to the specific instructions for each method when accessing your organization's money.***