

What I should check before submitting my Check Request

What must I check before submitting my check request?

1. Dated
2. Fill out name and address (TYPED)
3. Remarks and approval part is filled out correctly including line # (ex. Line 1: Refreshments for Open House on 11/1/15)
4. Account name and number
5. Matching documents are attached
6. Signature on vouchers matches the signature on the Signature Profile Form on file at the time Note: (payee can't be the authorized signatory)
7. **Make sure the Items are budgeted (P/S check your budget on C.A. Website)**
8. All non-advance checks will be mailed
9. Order of paperwork: Check Request, Receipts/Invoice/Advance Form/Contract/P.O., Stamped Flyer and Event Form.
10. Please staple each Check Request and attached documents
11. Submit check request to C.A. office along with the submission sheet on the drop off dates and hours

What must I check before submitting my receipts and Invoices?

Receipts

1. Must be original
2. Name of store and address
3. Method of payment on receipts and date
4. Must be Itemized
5. Taxes and tips are not included (use Tax-Except Form is on C.A. Website)
6. Should be tape top & button onto a blank 8 1/2 by 11 sheet of paper
7. If you paid with credit card & method of payment do not shows up on receipt p/s attach the credit card statement

Invoices

1. Must be original
2. Name of store and address
3. Invoice number and date
4. Itemized
5. Taxes and tips are not included
6. Packing Slip or NTL Receiving Report

What must I check before submitting my flyer?

1. Flyer of event
2. Starting date
3. Time
4. Place of Event
5. Flyer must be stamped by the respective government

You must have all paper work ready at the front desk in order to avoid line congestion.

What I should check before submitting my Advance

Must be submitted two weeks (14 business day) prior to the event

Must be able to submit two advances at the time, but must be two different requestors. Power of attorney is required if the individual requesting the advance is an employee of Hunter

Other than Travel below \$500

1. Check Request
2. Advance Form
3. Flyer
4. Event Form
5. Copy of requestor's Hunter ID (if is student)

Travel Advance \$500 or over

1. Check Request
2. Travel Advance Form
3. (If over \$500) Quote from Company is required
4. List of Students approved by S.A. (Teneia Wooten)
5. Flyer
6. Event Form
7. Copy of requestor's Hunter ID (if is student)

Please make sure the Advance Form is signed by the requestor and authorized signatory

What I should do after the event and spend the money?

1. Be sure to keep all original receipts and deposit back in to your account in Bursar's office any money left.
2. Make copies of receipts and deposit slip and hand them (**originals and copies**) into the Business Office within seven days after the check is pick up.
3. Business office will return the copies initial by them; then you need to submit the copies to C.A. office A.S.A.P.
4. Always retain copies of your receipts and deposit slip for your files.

What I should check before submitting my Contract

All Contracts must be signed (*Pre-approve*) by the College Association prior to the event (**7days prior** for contracts for **\$200 and over** and **4days prior** for contracts **under \$200**).

Contract with Individual: (Line 3)

1. Contract fill out and sign by the contractor and authorized signatory of the account
2. Xerox copy of SS Card
3. Flyer
4. Event Form

Contract with Company/Org.: (Line 1)

1. Contract fill out and sign by the company manger/representative and authorized signatory of the account.
2. Xerox of Federal Tax ID Certificate or form W9
3. Pro-formal Invoice (must be Itemized)
4. Flyer
5. Event Form

Hunter College Personnel: (Line 3)

1. Contract fill out and sign by the contractor and authorized signatory of the account
2. Xerox copy of SS Card
3. Service Rendered Letter
4. Flyer
5. Event Form

Submit to C.A. office along with submission sheet **7 or 4 days prior** your event. It will takes approximately 3 business days to be pre-approved. Then you need to come back to the office to pick up the contract and resubmitted after the event for final payment.

What did I need and should do after pick up contract and event took place?

Contract with Individual/HC Personnel: (Line 3)

1. Check Request
2. Whole contract package
3. Resubmitted to C.A. along with the submission sheet

Contract with Companies: (Line 1)

1. Check Request
2. Original Invoice with invoice number and date on or after the event
3. Whole contract package
4. Resubmitted to C.A. along with the submission sheet