

STUDENT GOVERNMENT CHECK REQUESTS

GENERAL GUIDELINES

****GET APPROVAL FOR PURCHASE BEFORE YOU BUY****

- Enter in the name, address, e-mail, and phone information for the person that the check will be written to and the person preparing check request. We require this information for ALL check requests, even those that will be picked up.
- The person requesting the check will be **required** to enter in their name, email, and phone information in case SG&SM has questions about the request.
- Please include **“who, what, where, when, and why”** in the description of payment.
 1. Who/Where - Name of Store
 2. What - List of items purchased
 3. When - Date of purchase
 4. Why - Reason for purchase / Event details / Meeting Info (date, time, location, estimated attendance of event)
- Executive Officers have a list of account names and account numbers. Please be sure to determine the appropriate account for the expense. Include the **office name with the account name** (EVP - Legislative Council) and for the **account number**, the number that starts with 6XXX always precedes the number that starts with 7XXX (Example: 6423-7050)
- After you finish filling out the form, hit the [submit] button for the form to generate its ID number
- On the following page, print out the form. Make sure to use the print button on the Acrobat form; do not use your browser print button
- After you print the form, sign the bottom and then get the signature of the appropriate Executive Office or Staff Member
- Be sure to plan ahead and give us ample time to process your check request and get it back to you! The general procedure is the following:
 1. You create the form and sign it
 2. You give it to the Executive Officer to sign, the Executive signs it and gives it back to you
 3. You turn it into the SG&SM Business Office.
- Please allow at least two weeks in order to get your check request processed.

REMEMBER: Errors in the completion of your check request, or insufficient back-up will only delay your payment. It can take one week or more for the SG&SM Business Office to kick-back your check request, and by then, you’ve lost valuable time. Take a few extra minutes to review what you’re submitting.

SG&SM will not make payment on anything that says “quote” or “estimate.” The statement of charges need to say “invoice” on it.

Invoice - an original document from the merchant showing: Merchant’s name, Invoice Date, Amount billed, Itemized description of billed item(s), and Description of additional charges (taxes, service, delivery, etc.)

METHOD OF PAYMENT

Reimbursement: This is the most popular form of expense in SG&SM. The original itemized receipt must be attached to the Check Request Form. Take the receipt to an 8.5x11 sheet of paper that is stapled to the back of the form.

Itemized Receipt - An original document (copies are not accepted) from merchant Showing:

1. Merchant's Name
2. Transaction Date
3. Amount Paid
4. Description of purchased item(s)
5. Description of additional charges (taxes, service, delivery, etc.)
6. Form of payment used

Direct Payment: A check is made directly to the supplier/individual at the time goods and/or services are received.

Purchase Order: Fill out PO form located in the SG&SM Business Office and attach quote. Leave completed form in bin for processing. Although a quote is sufficient to generate the PO, it is required that vendor send an invoice to receive payment.

AMEX: when completing the check request list American Express for name and the merchant name in the address field.

Travel: Complete travel form and provide list of names of people who traveled on behalf of SG&SM.

Mileage: Rate is \$0.555 per mile

Meals: Include list of names of people who consumed the meal. For events with 25 or more attendees, please include invitation or flyer.

Prizes/Gift Cards: Provide justification of why award or gift card was given to recipient. For prizes exceeding \$25 and gift cards, have recipient sign release form and submit release form with check request.

Room Reservation Authorizations: We will connect your Reservation # to Scheduling.

In Person - Bring your Scheduling Reservation to our Business Office to complete a Scheduling & Conf Services (SCD) Form.

Email - forward the reservation along with account number to business@asuci.uci.edu

- *If requesting a purchase order, always include a vendor code and federal tax ID number. You can get vendor codes from someone in the SG&SM Business Office.*
- *If paying an individual for service (honorarium, DJ, etc.), please see the Asst. Director of Student Programs in Student Government, who will assist you in completing a Performance Agreement. You Will need all your payees information (name, address, e-mail, etc.), your event information (time, date, location of event) to complete this process. You will also need to include a federal tax ID number (if paying a company) or a social security number (if paying an individual).*