

## DO'S AND DON'TS

### DO'S

Avoid delays in processing your Check Requests, Purchase Orders and Travel Expense Reports by following these guidelines:

#### Check Requests:

1. If check requests are received by the Controller's Office on Monday, Tuesday or Wednesday, the check will be ready on the following Monday. If check requests are received by the Controller's Office on Thursday or Friday, the check will be ready on the following Wednesday.
2. Check request forms are to be used for reimbursements, dues, small purchases, etc. (That is, expenses that are not processed as a Purchase Order. See Purchase Orders, below.) Any payment that does not have a P.O. must have a check request form.
3. Check request forms must be submitted with two signatures; (1) on the "Requested by" line and (2) on the "Authorized signature" line. **No one** should approve a check request that is payable to themselves, the check request should be signed by his/her supervisor.
4. Each check request must include the following items: **please note - if all of the following items are not completed, the check request could be delayed and will be referred back to the originating department.**
  - a. Payee name and payee's address. The address is important because we have some vendors with the same name.
  - b. If the payee is not a current vendor and is providing a service you will need to complete a W-9 form indicating the payee's tax ID # for a business or partnership or the social security number for an individual. W-9 forms may be obtained in the Controller's Office.
  - c. Fund (6 digits) / Organization (4 digits) / Account (4 digits), the FOA, to be charged. If the invoice is split between departments, indicate the amount to be charged to each department and have each department sign the check request indicating its approval.
  - d. Business purpose of the expenditure
  - e. Original receipt(s)/invoice(s) supporting the amount of the request must be attached. Payment should not be made from statements.
  - f. A copy of the receipt(s)/invoice(s) to maintain for our records
  - g. Detailed receipts must be submitted. You can't just submit the total as shown on your credit card receipt. You must provide the names, and the purpose on the business expense/meal.
  - h. Please indicate whether the Controller's Office should mail or hold the check.
  - i. If multiple receipts are submitted for reimbursement, please attach a summary sheet indicating the total. This summary helps us to account for all receipts.

### **Purchase Orders:**

5. Purchase Order requisitions should be completed via Banner for purchases over \$100. Record the correct Fund/Organization/Account /Program (FOAP) at the time that you request the P.O. The request must be completed according to the guidelines established by the Business Manager's Office. If you have any questions, contact Elena Mastrangelo, extension 7361.
6. When you receive the goods/services confirm that your invoice matches the P.O. View the P.O. in Banner form FPIPURR. Reaffirm on the invoice that the recorded FOAPAL is correct. If the FOAP needs to be changed, call Elena.
7. The original invoice related to the completed P.O. must be submitted to the Controller's Office with the proper authorization, the FOA, the P.O. number, and a copy of the invoice attached.

### **Travel Expense Reports**

8. Travel expense reports, need to be attached to a check request, and should be submitted to the Controller's Office promptly after returning from college related travel. Submit the receipts in such a manner so that the components can be quickly identified. Be sure to deduct any advances from the total expenses incurred. Prior to any travel, please contact the Controller's Office to obtain all applicable sales tax-exempt forms.
9. If a trip requires airline travel and/or lodging, arrangements must be made through the Business Manager's Office. Please make every attempt to double-up for lodging and transportation if more than one person from a department is traveling. If you believe you can obtain less expensive travel and/or lodging arrangements through the internet it should be discussed with the Business Manager's Office. All travel must have prior approval before you contact the college's travel agency to schedule your itinerary. The traveler must have the FOAP information ready to give to the travel agent. A P.O. requisition must be processed within 24 hours of contacting the travel agency (Jet Blue needs a requisition processed on the same day). Provide the email address of the office secretary/manager on the requisition entry. This enables the agency to carbon copy that person with your itinerary. Once the P.O. requisition has been completed by the Business Manager's Office, your travel arrangements will be ticketed.
10. Meal money without receipts is allowable up to a maximum of \$26 per day for overnight traveling. Reasonable meal charges in excess of \$26 must be accompanied by the original receipts. Detail receipts, showing exactly what food and drinks were consumed, are needed for restaurant purchases.
11. Mileage reimbursement is \$.57.5/mile for personal autos, as of January 1, 2015. If you use a College owned vehicle you should use the college's gas credit cards.

### **Miscellaneous:**

12. Sales tax exemption forms must be used in New York and New Jersey for all purchases (see attached listing of Sales Tax Exemption Status for all other states). Reimbursement for sales tax charges might not be made to those individuals who do not properly make use of sales tax exempt forms.
13. Petty cash reimbursement is limited to \$25. Purchases are not to be split onto separate petty cash slips in order to be reimbursed. For items in excess of \$25, a check request form must be prepared.

14. Use of the in-house print/copy center should be used whenever possible rather than outsourcing jobs. You must submit your print/copy work-order to Elena Mastrangelo, DLS 105. If using the in-house print/copy center is not practical, a sales tax exemption form must be used to avoid sales tax charges.
15. Office supplies must be purchased from Office Depot since the College has signed an exclusive contract to receive substantial discounts. Purchases may be made by each department on-line through the Office Depot website. All items should be checked for "Best Price" symbol. Any problems or questions you might have when ordering supplies should be directed to the Business Manager's Office. Delivery from Office Depot is the next day on most items. Other office supply stores such as Staples should not be used.
16. Unless your office is a service oriented department, sundry items for personal use (such as aspirin, paper goods, facial tissues, air fresheners, etc.) are not to be purchased as an expense to the college. Such items should be paid for personally.

## **DON'TS**

17. Do not submit a check request for items that are on a P.O. Submit the invoice with the P.O. # marked on it.
18. Do not pay for "personal" expenses (i.e. gifts or gratuities for student employees or other employees, parking permits/fines, parties, lunches, movies, office decorations, office beverages/food, etc.) through your operating organization. Such expenses, if incurred, must be borne by the members of the department.
19. Do not submit expenses for departmental "holiday" parties/celebrations, these costs must be paid for by the members in your department. The College will no longer pay for these events unless there has been prior approval from a Vice President.
20. Do not hold onto invoices; invoices must be approved and submitted to the Controller's Office as soon as possible. This avoids incurring late charges, and in certain instances, enables the college to take advantage of early payment discounts.
21. Check requests for subscriptions should be held until 3 weeks before they expire. Do not pay for either subscriptions or memberships on credit cards.
22. Do not split capital purchases (items over \$1,000) into two or more components in order to charge them to an operating organization.
23. Do not send multiple Mass cards, flowers, etc. from one department. Excessive purchases must be paid for by the department members themselves.
24. Do not sign up for auto insurance when renting a car for business travel. The College's insurance policy covers such usage. We can supply the auto rental company with a Certificate of Insurance if needed.
25. Do not take out more than one travel/meal money advance at one time. An accounting of each advance must be submitted to the Controller's Office prior to the granting of any future advances.
26. Do not use DHL/Airborne/UPS. Use FedEx or U.S. Express mail via the mailroom.