

DISBURSEMENT REQUEST PREPARATION AND INSTRUCTIONS

All Disbursement Requests Must Include:

1. A valid account number (if the amount of the check is allocated between several accounts, please indicate the dollar amount to be charged to each account).
2. A payee name and address.
3. Original, sufficient and proper supporting documentation (e.g., invoices, receipts, signed contracts, statements, and tickets).
4. Purpose/justification for all requests including petty cash checks and reimbursements.
 5. Two authorized signatures, one of the signatures must be the advisor or universal signer. If payment is for the Director or Faculty Advisor, signature of the supervisor or universal signer is required. (Universal signer has the authority to a) approve disbursement requests for ASI Council and Agency Accounts and b) approve disbursements made to faculty advisors).
6. Description of event, list of attendees, and number of participants when 1) food or beverages are purchased in accordance with ASI Public Relations and Hospitality policy and procedures and 2) same day or overnight travel is involved.

Unavailable Receipts:

1. When receipts are unavailable, a memo should be written by the individual who purchased the product or service and should include a) signature of the supervisor, b) signature of the individual who purchased the product/service, c) description, date, and amount of the purchased item or service, and d) explanation as to why receipts are unavailable. Supporting documentation, such as flyers, agendas, and schedules for the event should be attached to the memo.

Travel Advance, Purchases, or Reimbursement:

1. Prior to travel, an authorization form must be completed and approved.
2. Purchases for travel made through the internet require a receipt, credit card statement, and/or tickets/boarding passes (at least 2 of the 3 supporting documents should be available). If the traveler feels uncomfortable in providing personal credit card statements, Financial Services may ask to cross out (blacken) other parts of the statement except for that particular line item or ask to verify/see the statement with that particular line item. If verification is to be used without copies, Financial Services must write on supporting documents indicating that the statement was verified and agreed to the receipt with his/her initials.
3. Checks payable to vendors on behalf of travel must have original invoice and/or supporting documentation, as stated previously.

Bids:

1. To ensure the best goods and services are obtained at the most reasonable price, disbursement requests over \$1000.00 should have three (3) telephone quotes. Purchases in excess of \$3,000.00 require a minimum of three (3) quotes on company stationery.

Honorariums, Guest Speakers, Co-Sponsorships and Performers:

1. For honoraria, guest speakers, and performers; an approved and signed performance contract is required prior to the date of the event (ASI shall withhold from the compensation, the full amount of any taxes required to be withheld by the laws of the State of California).
2. Co-Sponsorships require an approved co-sponsorship agreement.

PAYMENTS MADE ON BEHALF OF NON-RESIDENT ALIENS

Associated Students, Incorporated (ASI) must report all payments made to and in behalf of non-resident aliens to the Internal Revenue Service (IRS). This includes personal service payments and scholarships. Payments to or in behalf of non-resident aliens will be subject to tax withholding unless exempted pursuant to a tax treaty between their country of residence and the United States or exempted under Internal Revenue provision.

Claiming Exemptions: If the payment is exempted by tax treaty, the non-resident must provide ASI with a completed and signed IRS Form 8233.

Processing Time: To allow for sufficient processing time and to adhere to a waiting period as required by the IRS, a completed and signed form 8233 and applicable statements must be in the ASI Financial Services Office three (3) weeks prior to the date payment is due.

Required Items:

1. Complete Form 8233, if applicable. Attach the following:
 - Copy of I-94 form (front & back)
 - Copy of visa
2. Provide the non-resident alien's social security or individual taxpayer identification number.
3. Submit completed Disbursement Request and Form 8233 with all required items to ASI Financial Services.

Taxes Withheld: In the event that the non-resident alien (1) does not choose to file Form 8233 and/or (2) does not qualify for an exemption, taxes as required by the IRS will be withheld and remitted to the IRS.