

Expenses Policies & Procedures

Disbursement Request (DR) – Preparer

Schedule for Processing a DR with all Supporting Documentation:

<u>DR Turned In:</u>	<u>Available for Payment:</u>
Thursday by 5:00pm	Following Thursday after 2:00pm
*Applies to ASI, IRA, Agency, and BSC checks/payments.	
*Please request checks for pickup from ASI Financial Services office BEFORE Thursdays, and	

Reasons to submit a Disbursement Request (DR) Form:

- 1. Reimbursement:** For expenses incurred by an individual for the benefit of the club/IRA/council/department. For example, expenses paid for by an individual for an event or a trip associated with the club/IRA/council/department.
- 2. Cash/Travel Advance:** This option allows clubs/IRA/councils/departments to request money from one of their ASI accounts prior to the purchase of supplies, venues, or equipment related to the group. The recipient of the advance will be required to submit a return which is discussed in more detail within the [Cash Advance](#) and [Travel Advance](#) sections of the Smart Spending Manual.
- 3. Direct Payment to a Vendor:** This option is for expenses that do not require reimbursement because the vendor can be paid directly. For example, an order is placed with an outside vendor for t-shirts for the club. An invoice must be attached to the DR submission for ASI Financial Service to pay the vendor. If the vendor is on-campus (e.g., the Bronco Bookstore, any on-campus food vendors, Campus Catering, Brew Works, the CPP Farm Store, Kellogg West, BSC room rentals, etc.) then you do NOT need to submit a DR, but rather a **Purchase Order (PO) form**. Any direct payments to vendors amounting to **\$5,000 or greater** (whether it is an on-campus vendor or an off-campus vendor) will require a Purchase Order (PO) submission. Guest Speakers, food cart vendors (e.g., churro

cart), performers, and artists do NOT need a PO (even if the expense exceeds \$5,000). A contract attached to the DR would be sufficient as long as the contract itemizes the expenses). If the contract is not itemized, then we would need a contract and an invoice attached to the DR.

A W9 form or Vendor Data Record (VDR) form submission will ALWAYS be required for vendors if ASI Financial Services does not already have the vendor in our database. If your group is not sure if the vendor is already in our system, please reach out to us at asipayables@cpp.edu.

A W8 form is required for international vendors. Please reach out to asiaccounting@cpp.edu for payments to international vendors so they can provide the EFTR form (a document necessary for wire transfers).

When paying vendors directly, the correct sales tax is 9.5% (even though Pomona's sales tax is 10.25%). A vendor can charge more than 9.5% on sales tax, but they cannot charge anything less than 9.5%.

A Disbursement Request (DR) is used to request a payment check. A DR is required to issue payment on a purchase order when the goods have been received or services have been rendered. The DR shall be completed in full through OnBase and approved by two authorized signers for the expense account to be charged. Supporting documentation for the expense shall be attached to the DR upon submission to OnBase.

A DR may also be used to request a check to be cut for a performer, vendor, or artist prior to their performance. The DR shall be submitted along with the fully executed contract and any supporting documents (bank statements, proof of insurance, additional insured endorsement, etc.) to OnBase prior to the performance or date of service. The printed check will then be held by Financial Services or the department staff until the day of the event where it will be given to the vendor, performer, or artist after they have completed the contracted services.

A Completed DR Includes

1. Travel Authorization number related to the DR (if applicable).

A DR that involves travel is required to have the proper travel forms submitted to Financial Services at least two weeks prior to the event. A travel authorization number is assigned to the travel forms and given to the individual when submitting the forms.

2. Your account name (club/organization name) and the account number. Include the date the DR was created.

If you do not know your account number, Financial Services can assist you.

3. Instructions on how to identify individual/company receiving the disbursement check.

An address is required whether the check is to be mailed or picked up.

Cal Poly Pomona's 3801 address cannot be used but dorms and suites may be.

4. A detailed description of the purpose of the disbursement. Indicate whether travel was involved with the DR.

5. Descriptions of each expenditure and their costs. Include the P.O. number (if applicable). Include the appropriate budget line-item number for budgeted groups if withdrawn from non-Agency funds. Total the dollar amount of all expenditures, including sales tax.

6. The approval of one authorized signer and the approval of your advisor. Include the contact information of the preparer and the position/title of the Reviewer.

Supporting Documentation for a DR

- A. Detailed receipts must be attached and submitted along with A DR involving purchases with cash or card. Receipts should indicate if purchase was made with cash or card.

For online purchases, an order confirmation from the website being purchased from along with proof of payment must be attached to the DR when submitted.

For purchases on card, receipt must show the last four digits of the card used for the transaction along with the card holder's name to match the name on the DR

If the receipt does not show a name, then further documentation is needed in the form of either.

- a) Bank/credit card statement showing the card holder's name and the last four digits of the card used (must match provided receipts) or
 - b) Bank/credit card statement showing the card holder's name and the transaction being reimbursed or
 - c) Scan of the credit card used to show the card holder's name and ONLY the last four digits of the card. All other numbers must be blacked out before submission.
 - d) Any other personal information may be blacked out before submission to Financial Services.
- B. Emails are not sufficient supporting documentation unless approved by the AP Fund Specialist handling the account.
- C. For any differences between amounts on a DR and a supporting documentation, an explanation along with supported documentation of the reason (ex. balance was paid from two different accounts) is needed.
- D. For any missing documentation, a formally typed and signed memo by the advisor must be written with a detailed explanation of what items were purchases, the dollar amount of purchase, and why the supporting document(s) was not turned in.
- E. For any purchases that involve food (*Ex: pizza for a club meeting*), proof of the event is required (*Ex: a list of attendees for a club meeting or flyer for a guest speaker event*).

At the time the DR is turned in, this documentation must be attached.

If a disbursement request is for one or more of the following purposes, all required supporting documentation related to the purpose must be submitted.

Example: DR is for an event off campus that involves a meal(s)

Documentation: Travel forms submitted at least two weeks prior to event

Event/Program flyer or proof of event

Original line-item receipt

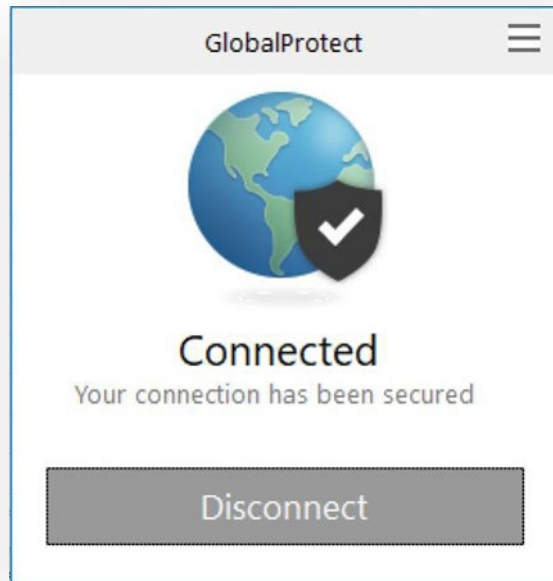
Disbursement is for a(n):	Supporting Documentation Needed:
Company	Completed invoice or Contract
Contractor / Performer / Service Provided (Agency/IRA account)	<ol style="list-style-type: none"> 1. Completed invoice 2. Vendor Data Record
Contractor / Performer / Service Provided (ASI account)	<ol style="list-style-type: none"> 1. Completed invoice 2. Vendor Data Record (to be submitted via Adobe Sign) 3. ASI Performance Contract (Available on the ASI Financial Services website) 4. Car rentals: the clubs can only rent cars through Enterprise, with ASI account. This policy applies if you are attempting to pay a rental car service directly. The ASI account can only reimburse for gas expenses for car rentals. If using a different service, the individual must provide a memo (signed by advisor) clearly explaining why the club could not use Enterprise. 5. If your club is NOT using ASI account funds, then you may use any different service.
Event	<ol style="list-style-type: none"> 1. Program flyer/Proof of event
Meals	<ol style="list-style-type: none"> 1. Original receipt(s) with <u>detailed</u> items purchased. 2. Receipt(s) must state method of payment: If purchased on card, receipt must show last four digits of card used or a bank statement with the transaction must be submitted 3. List of participants
Shipped Goods	<ol style="list-style-type: none"> 1. Signed invoices verifying that the items were received
Travel	<ol style="list-style-type: none"> 1. All attendees from Cal Poly Pomona must have the proper travel forms filled in and submitted to Financial Services at least 2 weeks prior to the travel. 2. If using your ASI Account, there is a limit of 275\$ per person per night. Refer to CSU Travel policies for more information.
Purchased Items	<ol style="list-style-type: none"> 1. Original receipt with <u>detailed</u> items purchased If purchased on card, receipt must have last four digits of card used or a bank statement with the transaction must be provided

Supporting Documentation Guidelines (Continued):

If a disbursement request is for one or more of the following purposes, all required supporting documentation related to the purpose must be submitted.

Filling in the Disbursement Request (DR) Form

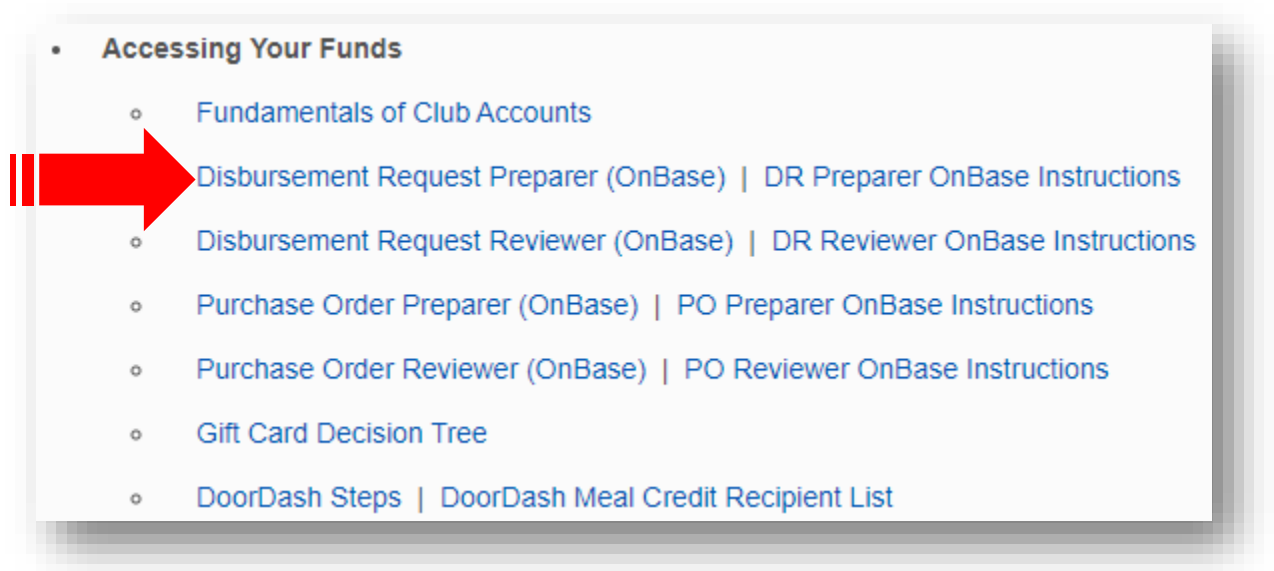
1. **Starting PolyDoc:** Ensure you are connected the Cal Poly Global VPN (Virtual Private Network)



Link to download: https://www.cpp.edu/~geodesign/data_access_vpn_win10.shtml

2. Go to the PolyDoc site the ASI – Disbursement Request Form link to create a request.
[OnBase Disbursement Request Link](#)

ASI Financial Services – Forms & Instructions Webpage: <https://asi.cpp.edu/financial-services/forms-instructions/>

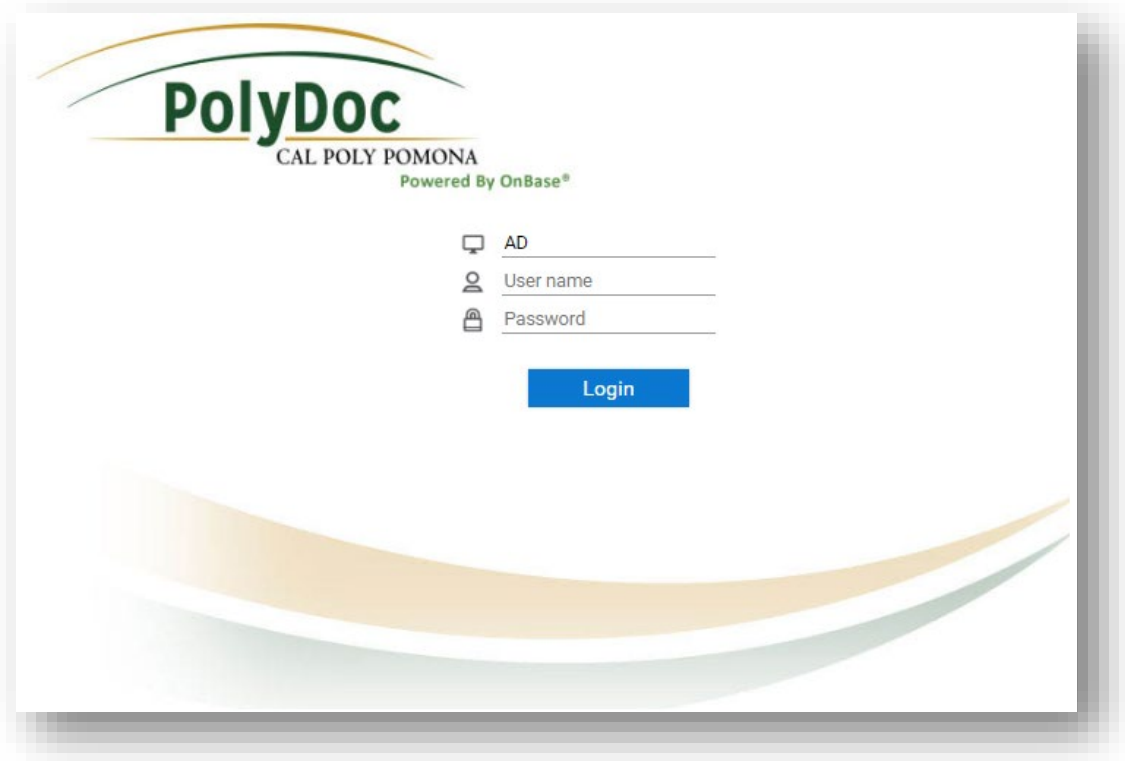


The screenshot shows a menu titled "Accessing Your Funds" with the following items:

- Fundamentals of Club Accounts
- **Disbursement Request Preparer (OnBase) | DR Preparer OnBase Instructions** (highlighted with a red arrow)
- Disbursement Request Reviewer (OnBase) | DR Reviewer OnBase Instructions
- Purchase Order Preparer (OnBase) | PO Preparer OnBase Instructions
- Purchase Order Reviewer (OnBase) | PO Reviewer OnBase Instructions
- Gift Card Decision Tree
- DoorDash Steps | DoorDash Meal Credit Recipient List

NOTE: If using the ASI – Disbursement Request Form link you will need to use the link for each form that you create. If you are the Payee, then you may not prepare the form. You will need another authorized signer on the account to submit the form on your behalf.

3. Please use your regular CPP credentials to log in.



The image shows a login page for PolyDoc at Cal Poly Pomona. The page features the PolyDoc logo at the top left, which includes the text "PolyDoc" in a large green font, "CAL POLY POMONA" in a smaller green font below it, and "Powered By OnBase®" in a small green font to the right. Below the logo, there are three input fields for login credentials: "AD" with a computer icon, "User name" with a person icon, and "Password" with a lock icon. A blue "Login" button is positioned below the input fields. The page has a white background with a decorative orange and green curved graphic at the bottom.

4. Complete the Disbursement Request form.

DISBURSEMENT REQUEST - Clubs & Organizations

California State Polytechnic University, Pomona



ASICPP

Financial Services

DISBURSEMENT REQUEST - Clubs & Organizations

For screen reader users, please press spacebar to attach documents in the Disbursement Request attachment section.

TRAVEL INFORMATION

Does this disbursement request involve travel? *

Yes No

Traveler Type *

STUDENT FACULTY/STAFF

Authorization Number (Example: TA1920-1234) *

TA2223-0014

Land Miles

Air Miles

200

If this disbursement request involves travel, then an authorization number is required.

5. Object Code Options (for clubs/IRA/councils):


8000 - General Expenses for Clubs

8288 - In-state travel

8289 - Out-of-State Travel

ACCOUNT INFORMATION		
Fund	Account Number*	Object Code*
1	110123	8288
Account Name		
Sample DR		
Description		
IN-STATE TRAVEL		
PAYEE INFORMATION / MAKE CHECKS PAYABLE TO:		
Are you the Payee?*		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
Is this a Cash Advance?*		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
Vendor/Payee Name*	Vendor Phone Number (Numbers Only)*	
Billy Bronco	9098697659	
Address*		
3801 W Temple Ave Bldg 35		
City*	State*	Zip Code*
Pomona	CA	91768
<small>Payee will automatically receive a check if they have not enrolled in ACH/Zelle payment option. If enrolling in Zelle/ACH, payee must fill out the Vendor Direct Deposit Form. Information on form will be used to process payment electronically from ASI. Allow up to 2 weeks for direct deposit request to be processed.</small>		
PURPOSE / JUSTIFICATION OF EXPENSE / EVENT INFORMATION (Limited to 30 Characters)		
Purpose / Justification (Please do not use double quotes "" or commas,)*		
Plane Ticket Fees		

This address was only used as an example. DO NOT use CPP's address unless the Payee is Cal Poly Pomona.



**Payees (recipients of the reimbursement/payment) cannot complete their own Disbursement Request forms; another authorized signer must do so for them.*

Checks intended to pay a vendor directly will be mailed out to the address provided unless the vendor expects payment on the day of the event. **IF the vendor expects payment day of the event, an authorize signer for the account will need to pick up the check from ASIFS Office.*

Areas of the DR Form:

- A. **Purchase Order (PO) Section:** If a PO was submitted, then please include the invoice number in the designated box.
- B. **Invoice Section:** The same applies if an invoice is included as part of the payment process; type the invoice number in the designated box.
- C. **Amount Section:** Indicate the expense amount for the specified transaction.
- D. **Budget Line (ASI & IRA):** When reviewing A DR prior to processing, ASIFS staff verify that the transaction matches a line item on the current active budget for each club, organization, and IRA group (any account beginning with “1” for clubs, “4” for IRA groups). Therefore, it is necessary to state the line-item number within this section of the DR (only if an ASI account number is used for the DR).
- E. **Alternate Account Number Section:** If splitting the expense between multiple accounts (that belong to the club), then select “Alt Acct #” beside the transaction.

ORIGINAL DOCUMENTATION AND DESCRIPTION OF EXPENDITURE (Limited to 30 Characters)

If an invoice is not available or if this is a reimbursement or cash advance, then an invoice is not required.

Description of Expenditure #1 (Please do not use double quotes "" or commas,)* P.O. # Invoice # Amount*
 Tuffy's Plane Ticket [] [] 200.00

D

Budget Line (ASI & IRA) Alt Acct # Alt Acct # Alt Obj Code
 ASI Line 6 [] 3S0123 [] 8288 []

E A B C

Description of Expenditure #2 (Please do not use double quotes "" or commas,) P.O. # Invoice # Amount
 Peter's Plane Ticket [] [] 200.00

Budget Line (ASI & IRA) Alt Acct #
 ASI Line 6 []

Description of Expenditure #3 (Please do not use double quotes "" or commas,) P.O. # Invoice # Amount
 Traveler's Plane Ticket [] [] 200.00

Budget Line (ASI & IRA) Alt Acct #
 ASI Line 6 []

Description of Expenditure #4 (Please do not use double quotes "" or commas,) P.O. # Invoice # Amount
 [] [] []

Budget Line (ASI & IRA) Alt Acct #
 []

Description of Expenditure #5 (Please do not use double quotes "" or commas,) P.O. # Invoice # Amount
 [] [] []

Budget Line (ASI & IRA) Alt Acct #
 []

Description of Expenditure #6 (Please do not use double quotes "" or commas,) P.O. # Invoice # Amount
 [] [] []

Budget Line (ASI & IRA) Alt Acct #
 []

Description of Expenditure #7 (Please do not use double quotes "" or commas,) P.O. # Invoice # Amount
 [] [] []

Budget Line (ASI & IRA) Alt Acct #
 []

Total
 600.00

* Use only if the vendor does not charge sales tax on taxable items

To attach any supporting documents, scroll down to the “Supporting Documents section”. Select “Attach ASI – Disbursement Request Supporting Documents”.

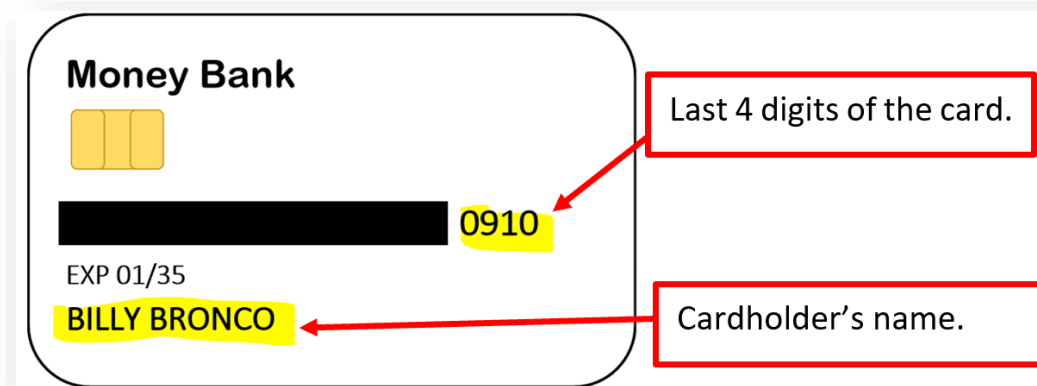
Types of Attachments to Include on a DR

1. **Credit/Debit Card Picture Attachments:** For credit/debit card attachments, please be sure to remove all personal information EXCEPT the following:

- The cardholder's name.
- The last 4 digits of the card.

***NOTE:** If the credit/debit card used for the transaction is discontinued prior to the submission of the DR (making it impossible to attach photo of the card), a copy of the bank statement showing the card’s last 4 digits must be attached, instead (refer to the bank statement attachments portion of this list).

EXAMPLE: This is what the ASI Financial Services’ AP team is looking for when they are reviewing A DR for processing.



2. **Receipt Attachments:** If the club receives a receipt for a purchase, this receipt MUST be attached to the DR Please, note that ALL receipts must include the following details:

- The date of purchase
- An itemized list of products/services purchased.
- The total of the expense
- Payment method (e.g., cash or the last 4 digits of the credit/debit card used for the purchase)


***NOTE:** If a receipt is submitted, but does not meet the above requirements the DR preparer will likely receive an email requesting additional information for the DR and/or that a “Lack of Itemized Receipt form” be attached to the DR

 Amazing Produce Market		
SALE	043879521136	
7/26/2022	5:35:44 PM	

ITEM DESC	QTY	NET AMT
APPLES	3 LB	\$3.00
PEAS	1 LB	\$2.00
MANGOS	1 LB	\$5.00
SQUASH	4 LB	\$6.00
CARROTS	1 LB	\$2.00
WATERMELON	3 LB	\$4.00

SUBTOTAL		\$22.00
TAX		<u>\$2.26</u>
TOTAL		\$24.26
CASH		\$25.00
CHANGE DUE		\$0.74

Receipt Example – CASH

 Event Supplies		
SALE	2289763451400	
6/30/2022	12:01:35 PM	

ITEM DESC	QTY	NET AMT
Monopoly	1.00	\$36.00
Balloons	12.00	\$7.00
Confetti	4.00	\$15.00
Paper Plates	5.00	\$36.00

SUBTOTAL		\$94.00
TAX		<u>\$8.93</u>
TOTAL		\$102.93
DEBIT TEND		\$102.93
VISAxxxxxxxx	0910	
CHANGE DUE		\$0.00

Receipt Example – CARD

BEST FLIGHTS AIRLINES	
PASSENGER: TUFFY ELEPHANT	
FLIGHT: 4WM389	
<u>DEPARTURE DATE & TIME</u>	
Saturday, July 16, 2022	
BOARDING	1:45 pm
ONT INT	2:15 pm
<u>ARRIVAL DATE & TIME</u>	
Saturday, July 16, 2022	
SF INT	3:45 pm
FARE EXPENSES	\$150.00
LUGGAGE FEES	\$48.00
TAXES	\$2.00
TOTAL	<u>\$200.00</u>
VISA XXXXXXXXX0910	

Receipt Example – AIRPLANE TICKET

*More information is usually presented on plane ticket receipts, but this basically what AP is looking for while reviewing a DR



Smartie Buys Online

FINAL DETAILS FOR ORDER #116-3941207-9908558

[Print this page for your records](#)

Order Placed: July 26, 2022

Order Total: \$70.70

Date of shipment is required for online purchases. If one is not provided, a bank statement will be requested.

Shipped on 07/30/2022

Items Ordered	QTY	Unit Price	Total Cost
Basket Balls	10.00	\$3.00	\$30.00
Tennis Racquets	10.00	\$2.00	\$20.00
Frisbees	10.00	\$1.00	\$10.00

SUBTOTAL \$60.00

TAX \$5.70

SHIPPING & HANDLING \$5.00

GRAND TOTAL \$70.70

PAYMENT METHOD:

VISAxxxxxxxx0910 \$70.70

Billing & Shipping Address

Billy Bronco

3801 W. Temple Ave.

Pomona, CA 91768


Receipt Example – ONLINE PURCHASES

3. **Bank Statement Attachments:** Bank statements are necessary for any online purchase where the items are being sent to a personal address. A bank statement can also be submitted in place of a photo of the credit/debit card used in the transaction. For bank statement attachments, please be sure to remove all personal information EXCEPT the following:

- The cardholder's name.
- The last 4 digits of the card (NOT the account number).
- The transaction (including its description, amount paid, and date of purchase).

***NOTE:** If a bank statement is submitted, but does not meet the above requirements the DR preparer will likely receive an email requesting additional information for the DR

EXAMPLE: This is what the ASI Financial Services' AP team is looking for when they are reviewing A DR for processing.


 1234 W Main Street
 Example, CA 45678
 moneybank@domain.com

BANK STATEMENT

Account Number: [REDACTED]
 Statement Date: [REDACTED]
 Period Covered: [REDACTED]

Billy Bronco 3801 W. Temple Ave. Pomona, CA 91768	Opening Balance: [REDACTED] Total Credit Amount: [REDACTED] Total Debit Amount: [REDACTED] Closing Balance: [REDACTED] Account Type: <i>Awards Card (Credit)</i> Number of Transactions: [REDACTED]
--	--

Awards Card (Credit) - 0910 ← Last 4 digits of card used in transaction(s).

Date	Description	Transaction Amount
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
05/01/2022	Best Flights Airlines Ticket# 0004758	\$200.00
05/01/2022	Best Flights Airlines Ticket# 0004759	\$200.00
05/01/2022	Best Flights Airlines Ticket# 0004760	\$200.00
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
05/03/2022	Payment – Thank You	-\$200.00
05/03/2022	Payment – Thank You	-\$200.00
05/03/2022	Payment – Thank You	-\$200.00
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

4. **Invoice Attachments:** For any transaction involving a quote/estimate and/or Purchase Order (PO), please attach the final invoice to the DR Details that must be clearly stated on the invoice should include:
 - The vendor’s name, contact information, and address
 - The invoice number
 - The invoice date
 - The items/services purchased
 - The total cost of the items/services purchased

5. **Vendor Data Record (VDR) Submissions:** A Vendor Data Record is required when a club would like to pay a vendor directly out of their club account for a service provided (Ex: a photographer taking pictures for an event performer, etc.). For the disbursement

request, attach the vendor invoice and submit a vendor data record via Adobe Sign. The link for the VDR is available on our [website](#). Once the vendor completes the form and electronically signs it, the vendor data record is automatically submitted to Financial Services. Examples of types of vendors that will require a VDR:

- Companies (including Sole-Proprietors, Corporations, etc.)
- Free-Lance Workers (e.g., DJs, face-painting services, etc.)
- Recipients of Prizes with a Value Over \$50.00.

6. **Prize & Award Form Attachments:** A prize and award form should be completed and submitted with any DR where the payee is seeking reimbursement for gifts given to individuals in club activities/events. An example would be gift cards, school supplies, mugs, headphones, etc. Please, refer to our Prize & Award Form section to learn more about this attachment item. As mentioned previously, recipients of prizes with a value over \$50.00 will also need to submit a VDR.

Attachment Instructions

Please remove personal information such as credit card numbers prior to submitting. If submitting credit card information, only leave the last 4 digits and name on the document.

Vendors should submit Vendor Data Form to ASI directly.

You may select the attachment button multiple times to add multiple supporting documents if needed.

Please Attach Any Document(s) Related to this Disbursement Request (10 MB per file limit. If you are unable to submit an attachment please contact ASI for alternative submission methods)

ASI - Disbursement Request Supporting Documents *

[Attach ASI - Disbursement Request Supporting Documents](#)

COMMENTS

Preparer's Comments

Preparer's Signature

Preparer

SKNIESL

Date

07/21/2022

Permanent Email Address *

SKNIESL@cpp.edu

Phone Number (Numbers Only) *

Do you want to add a second CPP only email address? *

Yes No

I certify that the item(s) above has/have been received and or services(s) has/have been performed to the satisfaction required. *

[Save/Submit](#)

*Save/Submit this form

*A check or electronic form of payment will be issued to the person named on the request and will be issued via mail or direct deposit.

* *The individual to whom the check is being made out to may not sign the same DR request.*

* *The advisor may have a Universal signer sign in the Student Engagement, Leadership, and Success Office (SELS).*

* ASIFS will only hold **reimbursement checks** for pickup if requested prior to check printing. There is a section on the DR form that asks if the check should be held for pickup or mailed. Please select the "pickup" option if the payee would rather retrieve the check from our office.

*ASIFS will ALWAYS hold **cash/travel advance** checks for pickup.

*The individual retrieving the check will be asked to provide identification (either Bronco ID or Driver's license will accepted), and to sign a document at the window specifying name and date of retrieval.

Request for Additional Information Notices

Advisors, Universal Signers, and Financial Services may request additional information related to the submitted form (ex: additional proof of payment or proof of event). The preparer of the form will be emailed with a link to the Additional Information Form.

1. The email will also list the Disbursement Request #. Please input this number into the box provided and click "Verify Disbursement Request #"
2. The ASI notes for Requesting Additional Information will auto-populate. This will explain what further documentation is needed.

Ex: *"Please attach receipt for Amazon purchase that states 'shipped'"*

3. Comments can be made to Financial Services in this box. This can be used to provide more context, give a budget line number, etc.

Ex: *Amazon receipt is attached.*

4. Please submit the requested additional information

DISBURSEMENT REQUEST - Additional Information

For screen reader users, please press spacebar to attach documents in the Disbursement Request attachment section.
 Please use this form to add any additional information, including Cash Advance Receipts, using the area for a request.
 You should have received a unique Disbursement Request # from asfi@cyp.edu. You must use the Disbursement Request # to complete the request.
 If you do not have the Disbursement Request # please contact asfi@cyp.edu.

ACCOUNT INFORMATION

You should have received a unique Disbursement Request # from asfi@cyp.edu. You must use the Disbursement Request # to complete the request.

Disbursement Request #* **a** Status (read-only)

ASI Notes for Requesting Additional Information (Read-Only) **b**

Cash Advance Receipts

Are you providing Cash Advance Receipts?*

Yes No

Please provide any additional account # info including amount

Preparer's Comments **c**

Attachment Instructions

Please remove personal information such as credit card numbers prior to submitting. If submitting credit card information, only leave the last 4 digits and name on the document.
 Vendors should submit Vendor Data Form to ASI directly.
 You may select the attachment button multiple times to add multiple supporting documents if needed.

Please Attach Any Document(s), Related to this Disbursement Request (10 MB per file limit. If you are unable to submit an attachment please contact ASI for alternative submission methods)

ASI - Disbursement Request Supporting Documents **d**

Preparer's Signature

Preparer Date Permanent Email Address*

Do you want to add a second email address?*

Yes No

Disbursement Request # valid (read-only, verifies # entered after clicking on "Verify Disbursement Request #")*

e

Club Accounts: Limitations When Using Non-Agency Funds for A DR

A. When purchasing meals during travel, there is a limit per meal on how much the advance

Can be used for:	Breakfast	\$13
	Lunch	\$15
	Dinner	\$27
Daily Maximum:		<u>\$55</u>

- a. If travel is for a full day or more, allocations can be combined to reach a total meal limit of \$55.00 per day of travel.
 - b. If travel is for a duration beyond one mealtime, allocations in the amount of the two meals can be combined to be used as the total meal limit for the day.
- B. Food and non-alcoholic beverages to be consumed on campus must be purchased from food vendors on campus (BSC, Campus Marketplace, Kellogg West, etc.)