Check Request: Flow Chart for Additional Documents Required

If you are requesting a *reimbursement* for money already spent do I need to provide additional documents?

YES →

Must have **receipts** showing proof of purchase AND a **204-Tax form** filled out by the individual who is seeking reimbursement.

NO ↓

If you are requesting a *Payment to Vendor*, do I need to provide additional documents?

YES →

Must provide the **Invoice** showing the amount that is owed to the Vendor, a **204-Tax form filled out by the Vendor.**

NO 204-Tax form is required if Vendor is on campus, e.g. Chartwell's.

NO ↓

If you are requesting an *Advanced Check* to access your Student Orgs. Funds, do I need additional documents?

(Advanced check maximum amount at one time is $500.00. Advanced check is sent through ground mail)

YES →

Provide a **budget plan, price quotes/invoices, items to be bought,** etc**. A 204-Tax Form** filled out by the person the check will be made payable to.

30 days after request is made: ASI will follow up and require: **Receipts w/ proof of purchase/s.** Any remaining funds will need to be deposited back into account.

If spending money on any type of *Food or Beverage,* do I need a Hospitality form?

If spending money on *any promotional items* with Stan State logs like clothing, giveaways, keychains, etc. do I need a Hospitality form?

If spending money on *gift cards* or gifts, do I need a Hospitality form?

YES →

Hospitality forms will need to be completed for these types of spending. Hospitality forms need to be completed before the spending takes place to guarantee reimbursement, (plan ahead).

Gift cards or any other cash equivalent items also require a **gift card receipt log** with signatures from recipients and record of value received.