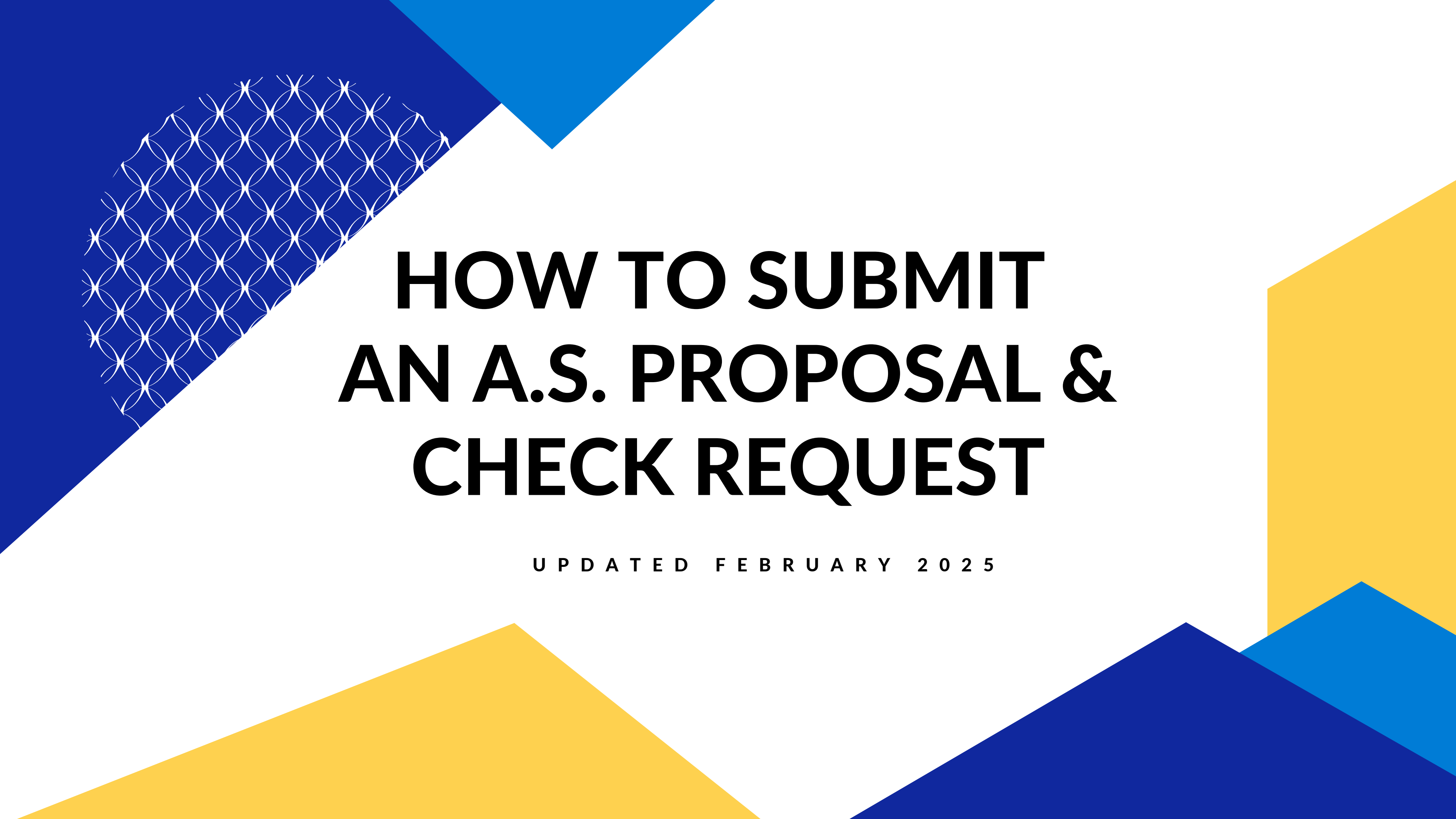


The background features a white central area with bold, black text. This area is framed by large, angular shapes in dark blue and yellow. On the left, a dark blue shape contains a white circular pattern of overlapping circles. On the right, a yellow shape is partially visible. At the bottom, there are more angular shapes in yellow and dark blue.

HOW TO SUBMIT AN A.S. PROPOSAL & CHECK REQUEST

U P D A T E D F E B R U A R Y 2 0 2 5

What is an A.S. Proposal?

A Proposal is used when you (A.S. Directors, clubs, campus departments) want to Suggest, Recommend, Offer, or Propose to:

- hold an event / activity / fieldtrip
- spend A.S. or ICC funds, which are public funds, and have guidelines that must be followed.

What is an A.S. Proposal?

- A Proposal is an agreement between A.S. and the club, dept., etc.
- Proposals must follow the A.S. Fiscal Policy guidelines, as well as, BOT / AR policies, State & Federal guidelines.
- Proposals for funds are NOT guaranteed; they can be approved, denied, or partially approved, etc.
- An approved proposal must be followed and adhered to, since it is an agreement.
- Proposals are considered a Public Document; therefore, they may be available during a public meeting for viewing by all

Why is Prior Approval Important?

Since the Office of Student Life (OSL) oversees clubs, OSL must approve all club activities and expenditures before they take place.

No activities or expenditures will be authorized or allowed until prior approval is obtained. This is to:

- Protect SMC from any liability: injuries at our events, field trips, contractor-services, etc.
- Protect A.S. Directors, ICC Clubs, & SMC employees from any liability: spending and documenting the use of Public Funds.

Step #1:

Review Proposal Criteria

- Proposals must follow the A.S. Fiscal Policy guidelines, as well as, BOT / AR policies, State & Federal guidelines.
 - Be sure to review both before submitting a proposal.
- Proposals should be clear and specific in stating activity or event details.
 - Every item that the club intends to purchase with the requested funds should also be clear and specific. This includes the name of the item, the quantity, the price per unit, and the total cost of the items.

Step #2:

Be Mindful of Deadlines and Timelines

- All proposals should be submitted on electronic form by 2pm the preceding Wednesday of the meeting the club wants to be considered on.
 - Proposals that do not meet the posted deadlines may not be considered and/or may be delayed.
- You can find the proposal dates and deadlines in 'Forms and Documents' webpage on the A.S. Website (www.smc.edu/as)
- **No Retroactive Funding** is allowed in the ICC Allotment Account.
 - Please do NOT spend any money until your proposal has received FINAL APPROVAL at an A.S. Board Meeting. Otherwise, you will not be reimbursed or worse yet, your vendor will not be paid.



Step #2:

Be Mindful of Deadlines and Timelines

- Proposals for events and field trips that DO NOT require funding should be submitted 3 weeks before the event or field trip.
- Proposals for events and field trips that DO require funding should be submitted earlier, 5-7 weeks before the event or field trip.
 - If requesting funding, and need the funds beforehand, plan on submitting the proposal at least 6-7 weeks before the date of the event/activity. This is because it can take 20 business days for the club to receive the granted funds after the proposal receives approval.
- All travel forms must be submitted to the Office of Student Life 7-10 days prior to travel for verification and checks. Missing these deadlines may result in a trip being cancelled or denied.



Step #3:

Submitting Your Proposal

- You must submit your proposal via the electronic online Proposal Form.
 - Read the directions on the form carefully!
- All proposals must include the following:
 - A completed Proposal Signature form – Department Proposals are not required to complete this step.
 - Supporting Documents for your Request



Step #3: Submitting Your Proposal

Other Forms You May Need to Upload to the Proposal Form

Event/Activity/Purchase proposals may also include:

- If the event includes more than one day or location, Upload the Multi-Logistics form
- If your event is being co-sponsored: Upload the Co-sponsorship form
- If your event requires set-up. Upload a layout of your event
- For contractors and services: Upload the Contract Packet
- For any fundraising or donation collection: Upload the Collection of Funds Form

Step #3:

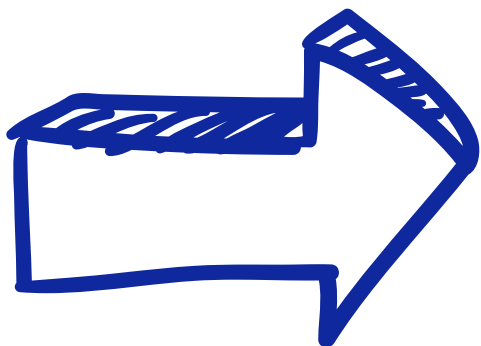
Submitting Your Proposal

Other Forms You May Need to Upload to the Proposal Form

Field Trip proposals:

The following forms need to be submitted to the Office of Student Life in-person or via email at osl@smc.edu. Forms must be submitted according to travel guidelines outlined by the Office of Student Life upon receiving approval by Associated Students.

- Individual Form or Day Trip Form
- Signature Sheet
- Advisor's Field Trip Responsibility Form
- Field Trip Club Roster



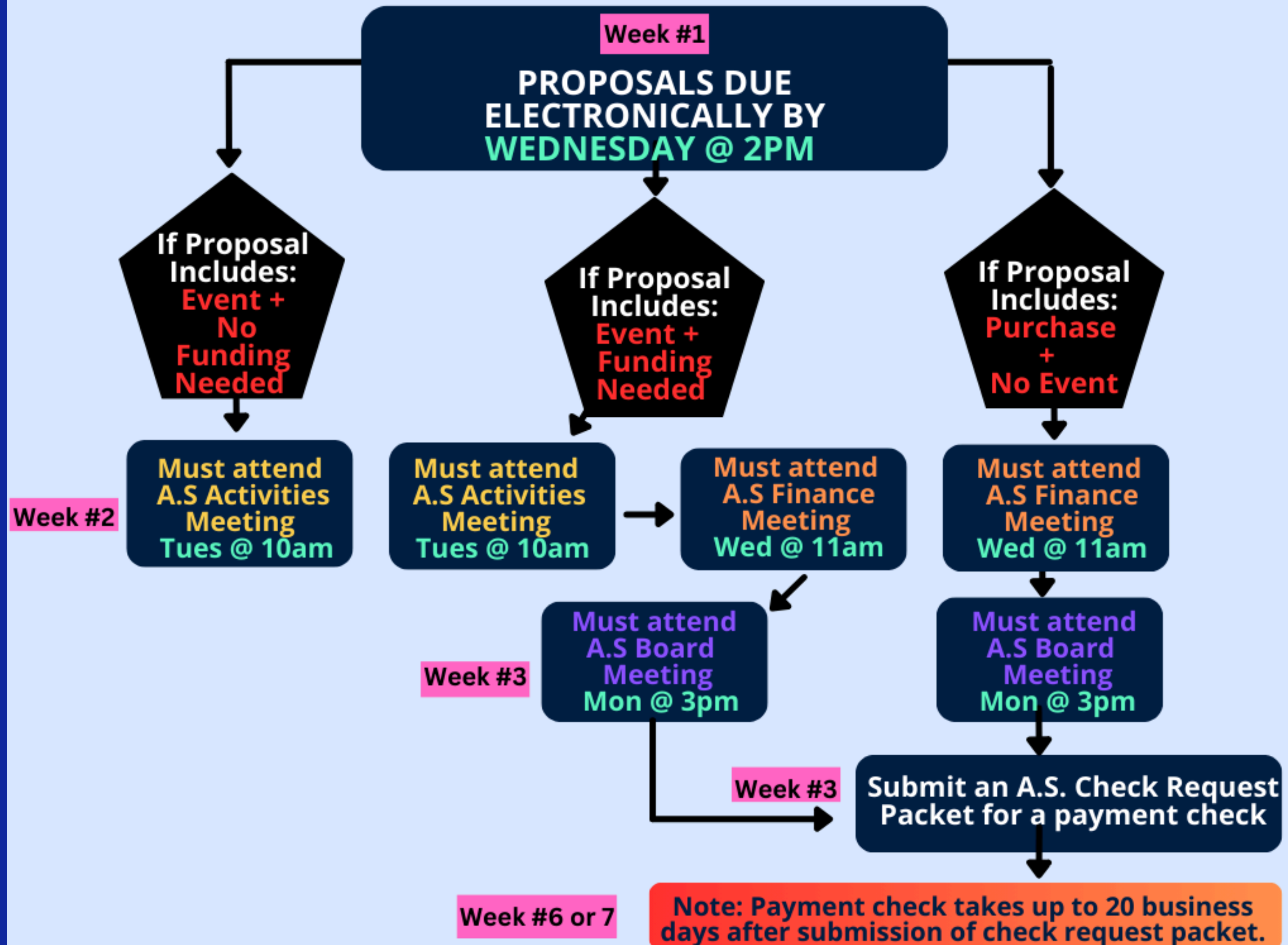
C H E C K O U T T H E
T R A V E L C H E C K L I S T

PROPOSAL TIPS

- The Proposal Form is not savable – so you need to submit it right after working on it!
- For Proposals that need funding, you can include a budget breakdown in the Proposal Form, or you can attach the budget spreadsheet to the Proposal Form.
 - When looking at your proposal budget, think of including a 10-15% contingency for additional or unexpected costs.
- Once your proposal is presented at the A.S Finance meeting, the amount in your proposal can not be increased. Requested changes to the amount in a proposal **MUST** be emailed to the A.S Finance Committee ahead of time.
- A proposal to use funds from a club's allotment to purchase club-themed clothing or other items for promotional purposes should be submitted no later than the ninth (9) week of the fall and spring semesters and should adhere to the price limit guidelines established by the Finance Committee.

Step #4: OSL Reviews and Club Presents the Proposal

- Once a club has submitted a proposal, the proposal is reviewed by the Office of Student Life
- Once reviewed by OSL, the Club ICC delegate or President must be present at the required meetings to have their proposal voted on.
 - See Flow Chart to find which meeting(s) must be attended to obtain approval.
 - See Meeting Chart for Times and Dates
- The person presenting the proposal should be as familiar as possible with the details of the event, including the budget, agenda, advertising methods, and prior attendance of the event.
 - Make sure to check the meeting(s)_agenda to confirm that your proposal item is present on the agenda beforehand.



A.S. Meetings - Spring 2025

A.S. Activities Committee Meetings

Please attend if you submitted an Event or Field Trip Proposal.

Tuesdays, 10 am - 11 am

Location: Zoom

Meeting Dates

- February 18 & 25
- March 4, 11, 18 & 25
- April 1, 8, 22, 29
- May 6 & 13



A.S. Finance Committee Meetings

Please attend if you submitted a Proposal requesting funds.

Wednesdays, 11 am - 12:30pm

Location: Cayton Center (2nd Floor) Computer Lab Conference Room. The Public may join via Zoom.

Meeting Dates

- February 19 & 26
- March 5, 12, 19 & 26
- April 2, 9, 23 & 30
- May 7 & 14



A.S. Board of Directors Meetings

Please attend if you submitted a Proposal requesting funds or if you were asked to attend.

Mondays, 3pm - 5pm

Location: Cayton Center (2nd Floor) Computer Lab Conference Room. The Public may join via Zoom.

Meeting Dates

- February 19* & 24
- March 3, 10, 17, 24 & 31
- April 7, 21 & 28
- May 5, 12 & 19

* (meeting on a Wednesday, due to a Monday holiday)



PROPOSAL & CHECK REQUEST TRACKING CALENDAR

Week	Monday	Tuesday	Wednesday	Thursday	Friday
#1			Step #1 Proposals due by 2:00 p.m.		
#2		Step #2 If requesting an event / field trip, Attend an A.S. ACTIVITIES MEETING @ 10:00 a.m.	Step #3 If Requesting Funding, Attend an A.S. FINANCE MEETING @ 11:00 a.m.		
#3	Step #4 If Requesting Funding, Attend an A.S. BOARD MEETING @ 3:00 p.m., to receive FINAL APPROVAL, before spending any money.	Step #5 Submit an A.S. Check Request Packet for a payment check to OSL@SMC.EDU Payment check takes up to 20 business days after submission of check request packet.	Business Day #1 for A.S. CHECK REQUEST (A.S. Processing)	Business Day #2 for A.S. CHECK REQUEST (A.S. Processing)	Business Day #3 for A.S. CHECK REQUEST (A.S. Processing)
#4	Business Day #4 for A.S. CHECK REQUEST (A.S. Processing)	Business Day #5 for A.S. CHECK REQUEST (A.S. Processing)	Business Day #6 for A.S. CHECK REQUEST (A.S. Processing)	Business Day #7 for A.S. CHECK REQUEST (A.S. Processing)	Business Day #8 for A.S. CHECK REQUEST (Aux. Processing)
#5	Business Day #9 for A.S. CHECK REQUEST (Aux. Processing)	Business Day #10 for A.S. CHECK REQUEST (Aux. Processing)	Business Day #11 for A.S. CHECK REQUEST (Aux. Processing)	Business Day #12 for A.S. CHECK REQUEST (Aux. Processing)	Business Day #13 for A.S. CHECK REQUEST (Aux. Processing)
#6	Business Day #14 for A.S. CHECK REQUEST (Aux. Processing)	Business Day #15 for A.S. CHECK REQUEST (Aux. Processing)	Business Day #16 for A.S. CHECK REQUEST (Aux. Processing)	Business Day #17 for A.S. CHECK REQUEST (Aux. Processing)	Business Day #18 for A.S. CHECK REQUEST (Check in the Mail)
#7	Business Day #19 for A.S. CHECK REQUEST (Check in the Mail)	Business Day #20 for A.S. CHECK REQUEST (Check in the Mail)			



Step #5: Approved Proposals Have Deadlines

- For an Event / Field Trip: The deadline is the date on the proposal.
- Undated proposals expire by the deadline stated on the A.S. Website:
 - SPRING 2025 Proposal Deadline: Wednesday, May 7, 2025
 - SPRING 2025 Last day for A.S./Club events: Sunday, June 1, 2025
 - SPRING 2025 Check Request Deadline: Monday, June 2, 2025

Step #6: Check Requests & Reimbursements

A.S. Check Requests

- An A.S. Check Request is a document to request a check to be paid from A.S. or ICC monies. It is submitted electronically to the Office of Student Life.
- The amount of money and the purpose is stated on the approved proposal, which can be:
 - Vendor payment
 - Reimbursement
 - Budget Transfer (to SMC department only)
- No Unapproved Purchases: Only items or services stated on the approved proposal can be paid by A.S. or ICC funds

Step #6: Check Requests & Reimbursements

There are 2 types of A.S. Check Request Forms:

- **A.S. Check/Purchase Request Form:** Used to make a payment/have a check sent directly to a vendor, contractor, or an SMC department (do not use this form to pay an SMC student or staff).
- **A.S. Reimbursement for SMC Employees/Students Form:** To Used to reimburse approved expenses. Includes student stipends. Do not use this form to pay vendors or contractors.

Purchahse Ck. Req.:

- Vendor
- Contractor
- SMC Department

Reim. / Payment to SMC Person:

- SMC Student
- SMC Employee



A.S. PURCHASE Check Request Electronic Packet

- Only Electronic Forms & Attachments will be accepted.
- Purchase includes payment to a Vendor, Contractor, or an SMC Department (not to pay SMC students/staff).
- If you need to pay an SMC Student or Staff use the other check request form titled: Payment to SMC Student or Staff.
- The Santa Monica College is not responsible for material or services purchased without proper authorization.
- Allow a minimum of 7-10 business days for processing.
- Incomplete or inaccurate packets will be returned to you and it may delay payment.

Date Received:

A.S. Issued #:

Step #1 Identifying Information

Club or Dept. Name: _____ If Applicable, Event Date(s): _____

Step #2 Attach Minutes – Check all that applies to your funding.

Section A. ☐ Paid by A.S. or ICC Funds

Purchases or services made without an A.S. Board Meeting "final approval," will not be reimbursed by A.S. or ICC funds.

1. A.S. Board Meeting Date: _____
(Attach the single page with your item on it, highlight your item.)

2. Upload A.S. Minutes Page: _____

3. Proposal Number: _____

4. Proposal Title: _____

Section B. ☐ Club Special Account (CSP)

Purchases or services made without a club voting approval will not be paid by the club special account, nor by A.S. / ICC / SMC funds. The Club, Club Officer, & Club FT Advisor must be registered with the A.S./ICC.

1. Club Minutes, on a Single Page for this check request, must include:
a. Club name, meeting date, roll call, item and purpose, funding amount, and voting outcome (yes/no/abstained votes).

b. club officer & a full-time advisor's Printed Name, Title, & Signature.

Note: The Club, Club Officer, & Club FT Advisor must be registered with the A.S./ICC.

2. Only Attach the single page with your item on it and highlight your item.

3. Upload Club Minutes Page: _____

Section C. ☐ Paid by Both

Step #3 Attach Supporting Documents to make a payment to a Vendor / Contractor / SMC department

Section A. Check one box below:

☐ 1. If Club Proposal: a club officer & full-time club advisor, registered with the A.S., must sign this form in Step #5 Authorized Signatures.

☐ 2. If Dept. / Program Proposal: an A.S. Director will need to sign as the student officer and the dept./program supervisor will sign as the advisor, in Step #5 Authorized Signatures.

Section B. Vendor / Contractor / SMC Dept. Name: _____

Contact Person: _____ Title: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Check One Box Below:

☐ Vendor Invoice & W9 tax form: required to pay a vendor for items / goods.

- The invoice must state it is an "invoice" and contain the following info:

Invoice number, company name & contact info, sales rep. name, list of items to be purchased, price & quantity per item, taxes, shipping & handling, other fees, and the total amount.

- The W9 tax form must have a current year signature date. Ask the manager or accountant for their company's W9 tax form.

☐ Contractor: paying a Speaker, Performer, or a Vendor for Contract Services:

- attach either the contractor/vendor's contract & W9 tax form or a completed A.S. Contract Packet, which includes a blank W9 tax form.

- The tax form is required for all contractors with a current year signature date.

- see A.S. Website, Forms & Documents webpage: www.smc.edu/as

- Receipts: if your contractor is authorized (listed in their contract) to be reimbursed for purchases to complete their workshop / services.

☐ SMC Departments: attach department invoice, i.e. smc bookstore, smc district accounts payable, etc. No need for a tax form.

UPLOAD APPLICABLE DOCS:

Invoice: _____ W9 tax form: _____ contract: _____ contractor's receipts: _____ other doc: _____

Step #4 Expenditure List: Funds can only be used for the approved items & approved amount.

SHORT DESCRIPTION of Purchase: Examples- food use attached invoice #402860-bp, contractor for purchase of (list contractor receipts), requesting a P.O. not to exceed, etc.	Section A - Account Type (check one for each line)	Section A Amount
Line #1: _____	☐ A.S. / ☐ ICC / ☐ CSP	\$ _____
Line #2: _____	☐ A.S. / ☐ ICC / ☐ CSP	\$ _____
Line #3: _____	☐ A.S. / ☐ ICC / ☐ CSP	\$ _____
Special Instructions: _____	TOTAL	\$ _____

Step #5 Authorized Signatures: sign where applicable (see Step #3, Section A for B.O.T. approved signatures)

Student Officer Name: _____ Title: _____ Phone #: _____ Signature: _____

Supervisor/Advisor: _____ Title: _____ Phone #: _____ Signature: _____

Got Questions? Email our office: OSL@smc.edu

- SMC Depts. / A.S. Directors check requests will be forwarded to Amelia for processing and will email the department / A.S. if necessary.

- SMC Club check requests will be forwarded to Michele or the ICC for review of accuracy and will email an email to the club if necessary.

For OSL Office Use () Document is under review by the OSL staff



PAYMENT to SMC STUDENT or STAFF – A.S. Check Request Electronic Packet

- Reimbursement for SMC staff or student: You have paid for an approved item & would like your money back.
- SMC Student Stipends or Awards: one-time SMC student project stipends / student prize award.
- Only Electronic Forms & Attachments will be accepted.
- The Santa Monica College is not responsible for material or services purchased without proper authorization.
- Allow a minimum of 7-10 business days for processing.
- Incomplete or inaccurate packets will be returned to you and it may delay payment.

Date Received:

A.S. Issued #:

Step #1 Identifying Information

Club or Dept. Name: _____ If Applicable, Event Date(s): _____

Step #2 Attach Minutes – Check one box

Section A. ☐ Paid by A.S. or ICC Funds

Purchases or services made without an A.S. Board Meeting "final approval," will not be reimbursed by A.S. or ICC funds.

1. A.S. Board Meeting Date: _____
(Attach the single page with your item on it, highlight your item.)

2. Upload A.S. Minutes Page: _____

3. Proposal Number: _____

4. Proposal Title: _____

Section B. ☐ Club Special Account (CSP)

Purchases, student payments, or services made without a club voting approval will not be paid by the club special account, nor by A.S. / ICC / SMC funds. The Club, Club Officer, & Club FT Advisor must be registered with the A.S./ICC.

1. Club Minutes, on a Single Page for this check request, must include:
a. Club name, meeting date, roll call, item and purpose, funding amount, on/delving outcome (yes/no/abstained votes).

b. club officer & a full-time advisor's Printed Name, Title, & Signature.

Note: The Club, Club Officer, & Club FT Advisor must be registered with the A.S./ICC.

2. Only Attach the single page with your item on it and highlight your item.

3. Upload Club Minutes Page: _____

Section C. ☐ Paid by Both

Step #3 Attach Receipts & Supporting Documents for your Reimbursement or the Student Stipend/Award: Check One-Box

Section A ☐ SMC STUDENTS

Check one box below:

☐ SMC STUDENT REIMBURSEMENT

(Students can only submit their own "Receipts")

☐ SMC STUDENT STIPEND / AWARD

Check one box below:

☐ 1. If Club Proposal: a club officer & full-time club advisor, registered with the A.S., must sign this form in Step #5 Authorized Signatures.

☐ 2. If Dept. / Program Proposal: an A.S. Director will need to sign as the student officer and the dept./program supervisor will sign as the advisor, in Step #5 Authorized Signatures.

Section B ☐ SMC EMPLOYEE REIMBURSEMENT (faculty/mgr./classified)

Note: Since contractors are not employees, use the "purchase check request."

Employees can submit their own "Receipts," or if necessary, a student group reimbursement.

Authorized Signatures Required in Step #5.

Type of Proposal - Check one box below:

☐ 1. If Club Proposal: a club officer must sign this form.

☐ 2. If Dept. / Program Proposal: an A.S. Director must sign this form.

Employee Status - Check one box and obtain applicable signature (According to BOT Policy):

☐ 1. Instructional Faculty: obtain Diane Carter, Dean of Academic Affairs' signature.

☐ 2. Counseling Faculty: obtain Janet Robinson, Dean of Counseling's signature.

☐ 3. Manager or Clerk: obtain your Department Supervisor or area M.P.'s signature.

☐ 4. Classified Staff: obtain your Department Supervisor's signature.

*Receipts must have the following information:

1. Vendor's Name, Contact Information, and Purchase Date.

2. Itemized (list of items purchased), and Quantity & Price per item.

3. Taxes / Shipping & Handling / Other costs, and Total amount paid.

4. Form of payment, and credit/debit cards with last four digits.

UPLOAD Applicable DOCS here: receipts: _____, other doc #1: _____, other doc #2: _____, other doc #3: _____

Step #4 Expenditure List: Funds can only be used for the approved items & approved amount.

SHORT DESCRIPTION by Vendor Receipts: Examples- 5 Amazon Receipts for art supplies, 2 Costco Receipts for picnic supplies, Student Prize Winner for Club Web-design, etc.	Section A - Account Type (check one for each line)	Section A Amount
Line #1: _____	☐ A.S. / ☐ ICC / ☐ CSP	\$ _____
Line #2: _____	☐ A.S. / ☐ ICC / ☐ CSP	\$ _____
Line #3: _____	☐ A.S. / ☐ ICC / ☐ CSP	\$ _____
Special Instructions: _____	TOTAL	\$ _____

Step #5 Authorized Signatures: sign where applicable

SMC Payee (Name on the Check): _____ SMC ID# _____ SMC Email: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

SMC Payee's (Person named above) Signature: _____ Contact Ph/Ext: _____ Date: _____

See Step #3 above, obtain authorized signatures below, according to B.O.T. Policy:

Student Officer Name: _____ Title: _____ Phone #: _____ Signature: _____

Supervisor/Advisor: _____ Title: _____ Phone #: _____ Signature: _____

Got Questions? Email our office: OSL@smc.edu

- SMC Depts. / A.S. Directors check requests will be forwarded to Amelia for processing and will email the department / A.S. if necessary.

- SMC Club check requests will be forwarded to Michele or the ICC for review of accuracy and will email an email to the club if necessary.

For OSL Office Use () Document is under review by the OSL staff

Step #6: Check Requests & Reimbursements

Step #6: Check Requests & Reimbursements

PURCHASE REQUEST: REQUIRED DOCUMENTS

For Vendor Payment

- A.S. or Club Minutes
- Invoice
- W9 Tax Form

For Contractor

- A.S. or Club Minutes
- A.S Contract Form
- W9 Tax Form

For SMC Department Transfer

- A.S. or Club Minutes
- Invoice noting Department Transfer

REIMBURSEMENT: REQUIRED DOCUMENTS

For SMC Student

- A.S. or Club Minutes
- Itemized Receipts

For SMC Faculty & Staff

- A.S. or Club Minutes
- Itemized Receipts
- Authorized Signature

MINUTES

• Make sure you include the correct Proposal number in the Check Request Form.

• You can locate the Proposal number in the A.S Board Meeting minutes.

• You must attach a copy of the meeting minutes with your proposal approval highlighted.

• Only attach 1 page of the meeting minutes – the page that shows your proposal.

 **Associated Students of Santa Monica College**
A.S. Board of Directors Regular Meeting
September 26, 2022, 3:00 p.m. Zoom/Telephone
<https://zoom.us/j/98941154807>
Associated Students Office Phone Number: (310) 434-4250
MINUTES

I. Call to Order 3:00 p.m.

II. Roll Call

President, Kamiko Greenwood P	External Affairs, Tyrel Deverya P
Vice-President, Alyssa Arreola P	Activities, Francis Yang P
Secretary, Denise Lui P	Publicity, Chloe Heo P
Budget Management, Justin Liu P	Sustainability, Veronica Lin P
Basic Needs, Cecilia Jeong P	ICC Chair, Antoine Aoude P
Instructional Support, Anna Iyer P	ICC Vice-Chair, Katherine Niles P
Student Outreach, Evan Vasquez-Gomez P	ICC Communications Officer, Aika Taguchi P
Equity and Diversity, Emerald Hernandez P	
Student Trustee, Catalina Fuentes P	
Associate Dean, Thomas Bui P	Counselor/Adviser, Benny Blaydes P

III. Public Comments (2 Minutes Per Speaker)

- Tess Cavenah
- Miles Valdez
- Noomi Moyu Vasquez
- Clinton

IV. Approval of Minutes — Sept 19, 2022

- Minutes of Sep 19, 2022, was approved without any objections.

V. Committee Reports & Informational Items

5.1 Finance Committee

- Finance Planning Spreadsheet
- Finance Flyer
- Training Videos (pending)

5.2 Ballot Bowl and Voter Registration

- Motioned by Student Trustee, Seconded by External Affairs.
- Without any objections, items 5.1 and 5.2 were tabled.

VI. Minor Action Items (Under \$1,000) - Consent Agenda

6.1 Approval for party rentals for ICC Club Awareness
(Antoine Aoude – Cost \$900.00, Requesting \$900.00, ICC) Proposal 007

- Motioned by Student Trustee, Seconded by Director of Basic Needs.
- Without any objections, item 6.1 was approved.

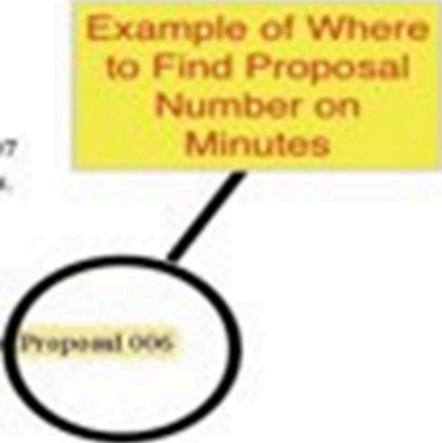
VII. Major Action Items (\$1,000 and over)

7.1 Approval for DJ and necessary purchases for Homecoming 2022
(Evan Vasquez-Gomez – Cost \$2400.00, Requesting \$2,400, Activities) **Proposal 006**

- Motioned by Basic Needs, Seconded by ICC Chair.
- Without any objection, item 7.1 was approved.

7.2 Approval for Speaker Fees for SMC Public Policy Institute Forum and Symposium
(Dr. Richard Talvildaran-Jensen – Cost \$75,000, Requesting \$22,500.00, Activities) Proposal 008

- Motioned by Director of Basic Needs, Seconded by External Affairs.
- Without any objection, item 7.2 was approved.

**Example of Where to Find Proposal Number on Minutes**

INVOICE (VENDOR PAYMENTS)

- Required to pay a vendor for items /goods
- You will need to submit a Vendor Invoice & W9 Form into the Check Request Form
- The invoice must state that it is an 'Invoice' and contain the following information:
 - Invoice Number
 - Company Name & Contact Info
 - Sales Rep. Name
 - List of Items to be purchased (Price & Quantity per item)
 - Taxes, shipping & handling, & other fees
 - Total amount

W9 TAX FORM

- You will need to upload a W9 into the Check Request Form when paying a Vendor or Contractor
- The W9 tax form must have current year signature date



CONTRACT PACKET

- Needed when paying a Speaker, Performer, or a Vendor for contract services
- Will need to attach either the contractor / vendor's contract or a completed A.S Contract Packet into the Check Request Form
 - W9 Tax Form (blank copy included in Contract Packet)

SIGNATURES

- Signatures are important, please make sure that the signatures on the check request match the signatures OSL has on file
- The student payee and student officer cannot be the same person on the form
 - You will need another club officer that is on the original Club Signature Form to be listed as the Student Officer

RECEIPTS & REIMBURSEMENTS

- Try to pay with a credit card or debit card, to provide additional proof-of-purchase for vague receipts.
- There is a possibility of extreme Vague Receipts may not be reimbursed.
- **Receipts (in-person or electronic) must show the following:**
 - Vendor Name
 - Vendor Contact Info, at least one of the following:
 - Address, phone #, website, or email.
 - Date of Purchase
 - What was purchased - Itemized
 - Price of each item
 - Quantity of each item
 - Total amount Paid
 - Form of payment (credit card, cash, or bitcoin, etc.)

RECEIPTS

Correct Receipt



Vague Receipt



RECEIPTS

**Example of Electronic
receipt with all required
information**

amazon.com

Final Details for Order #114-8888888-7777777

[Print this page for your records.](#)

Order Placed: September 16, 2014

Amazon.com order number: 114-8888888-7777777

Order Total: \$89.99

Shipped on September 16, 2014

Items Ordered

Price

\$89.99

1 of: *Discovery V5+ 3.5 Inch Capacitive Screen
Waterproof Shockproof Android 4.2.2 3G Unlocked
Smartphone WiFi GPS (Green)*
Sold by: myshop10 ([seller profile](#))

Condition: New

Shipping Address:

- Tren Nyna
- 777 Smith St.
- Wichita, Kansas
55555-9999
- United States

Item(s) Subtotal: \$89.99
Shipping & Handling: \$0.00

Total before tax: \$89.99
Sales Tax: \$0.00

Total for This Shipment: \$89.99

**Shipping
Speed:**
Standard

Payment information

Payment Method:

MasterCard | Last
digits: 0752

Item(s) Subtotal: \$89.99
Shipping & Handling: \$0.00

Billing address

- Mrs. Jane Doe

Total before tax: \$89.99
Estimated tax to be collected: \$0.00

Grand Total: \$89.99

VAGUE RECEIPTS

- Additional Proof-of-Purchase may be needed, if any of the required info is not on the receipt.
- May need to submit credit card statement showing the total amount paid in print.
 - Credit card statement must have the following items printed and not added:
 - Name of purchaser
 - Name of vendor
 - Amount charged
 - Last four-digits of the credit card:
 - Must match the four-digits on the receipt
 - If four-digits are not available on receipt, we can use the vendor name and date purchased on statement.

EXAMPLES OF VAGUE RECEIPTS



Example #1: Contact vendor for a detailed copy of receipt.



Example #2: Provide credit card statement for proof of purchase.

CHECK REQUEST TIPS

- All the instructions are on the form, start at the top and go through all the steps.
- Remember to upload the applicable forms where it is stated on the form:
 - Applicable forms: receipts, invoices, contracts, minutes page, etc.
- Reimbursement tip: Try to have one person pay for all of the items listed in the proposal, instead of multiple people purchasing items to make the Check Request process easier.

Have Questions? Contact Us!

Office of Student Life



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Room #202

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SPRING 2025

Monday: 8 am-3 pm

Tuesday-Thursday: 8 am-5 pm

Friday: 8 am – 1 pm

Have Questions? Contact Us!

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