

OCA Paperwork Processing Summary

Cash Requests

- Used for reimbursements under \$100.
- Original itemized/detailed receipt of purchase that shows charge and zero balance. Invoices and quotes are not acceptable. Proof of purchase required.
- If paid by credit card or check card:
 - A copy of the credit card statement showing the total charge for the purchase. The statement should also have the individual's name and bank profile clearly visible (not handwritten) and any additional charges and account information can be blacked-out.

Check Requests

Reimbursements:

- Used for reimbursements over \$100.
- Original itemized/detailed receipt (no copies) of purchase that shows charge and zero balance. Invoices and quotes are not acceptable. Proof of purchase required.
- If paid by credit card or check card:
 - A copy of the credit card statement showing the total charge for the purchase. The statement should also have the individual's name and bank profile clearly visible (not handwritten) and any additional charges can be blacked-out.

Membership Dues:

- A completed Check Request form addressed to the organization.
- Invoice/Documentation from the organization for proof of dues.
- A list of paying members.
- A copy of the organization's W-9 form (information should match the Check Request).

Donations:

- A completed Check Request form addressed to the organization.
- A copy of the organization's W-9 form (information should match the Check Request).
- Some organizations take credit card and if this is the case, a Request for Purchase should be submitted.
- Only monies fundraised are able to be donated.

Payments to Vendors:

- A completed Check Request form addressed to the vendor.
- Invoice/Documentation from the vendor on letterhead.
- A copy of the vendor's W-9 form (information should match the Check Request).
- Some vendors take credit card and if this is the case, a Request for Purchase should be submitted.

Competitions:

- Original itemized/detailed receipt of purchase that shows charge and zero balance. Invoices and quotes are not acceptable. Proof of purchase required.
- Proof of competition (i.e. advertisement, website, etc.).
- Follow cash reimbursement or check request processes.

Travel Reimbursements

- All requests will be reimbursed via check request.
- Funded travel through SAFAC (use of 17-account) is completed at \$0.25 per mile and rollover (use of 71-account) is completed at \$0.50 per mile.
 - Map/Directions showing mileage to and from destination is required.
 - Reimbursement is for student organization business travel only.
- Rental Vehicles:
 - Must be purchased by the individual and be reimbursed via check request.
 - Gas can be reimbursed for rental vehicles.
 - Original gas receipts are required for reimbursement.
- Follow check request processes.

Deposits

- Fundraising:
 - Completed "Cash Receipt Deposit Voucher" form.
 - Detailed description of fundraiser including where monies are coming from and how the initiative was originally funded.
 - Any checks from sponsoring individual/company/organization must be addressed to "Drexel University" with the student organization name in the memo line.
- Membership Dues:
 - Completed "Cash Receipt Deposit Voucher" form.
 - Invoice/Documentation from National Chapter or organization for proof of dues.
 - A list of paying members, amount paid per individual, and how paid (i.e., cash or check).
 - All checks must be addressed to "Drexel University" with the student organization name in the memo line.
- Donations
 - Completed "Cash Receipt Deposit Voucher" form.
 - Any checks from sponsoring individual/company/organization must be addressed to "Drexel University" with the student organization name in the memo line.
 - Detailed description of what the donation is for/why they are choosing to donate.
 - Contact information for donating entity including contact/donor name, phone number, and mailing address (information is required for income tax purposes).

Contracts

- If hiring a performer, artist, or vendor a Request for Contract form must be completed **4 weeks prior** to the event.
- A contract is also needed for the use of off-campus venues.
- Supplemental paperwork to include with submission to speed up contract execution:
 - Invoice
 - W-9 form

*Please note that Drexel University is tax exempt. The Tax Exemption Certificate should be used when making student organization purchases. Tax will not be reimbursed on purchases.

** Reimbursements will only be made to individuals who have made the original purchase.