

UCCE Placer Nevada CHECK REQUEST Directions:

Complete information and documentation is required by UC or payment may be delayed or declined. All volunteers and UC staff are required to follow these procedures.

CHECK REQUESTS FOR REIMBURSEMENT

Reimbursements to individuals for out-of-pocket University expenses.

STEP 1: Gather proper documentation from vendor when making a purchase:

- **ALL Receipts/Invoices must be itemized and show method of payment and amount paid.**
- Do not combine personal purchases with UC Program purchases on one receipt.
 - One of the following is required:
 - **Cash Register Itemized Receipt with Vendor Name:** (the best documentation)
 - **Invoice:**
 - must have vendor name and information pre-printed
 - MOST IMPORTANT the “billed to” information must be the name and information of person that paid.
 - It must show “paid” with payment amount and method of payment.
 - **Handwritten Receipt with Vendor information PREPRINTED:**
 - Best if accompanied by register/credit card receipt , **if not in addition submit one of the following:**
 - If paid CHECK – need a copy of either: _Check (front & back) or _Check (front) & copy of bank statement
 - If paid CREDIT/DEBIT card – need original credit slip
 - If paid CASH – fill out Declaration of Lost Receipt
 - **Handwritten Receipts that Vendor information is NOT PREPRINTED:** this method is highly discouraged by UC. It requires the ***Proof of Purchase form*** (signed by vendor) or ***Evidence of Lost Receipt form*** to be completed and signed by recipient of reimbursement. (see samples)

STEP 2: Submit Request with documentation to your clerical support person.

- **Check Request Form**, completed
- **Itemized Receipts or Invoice**
 - MUST BE ORIGINAL not copy
 - DO NOT STAPLE RECIEPTS, they often rip when removing the staples
 - DO NOT WRITE ON or USE HIGHLIGHTER ON RECEIPT
 - If explanation is needed, tape paper, DO NOT cover any print with tape, make notes on paper.
- **Additional documentation** (for an expense associated with an event/workshop or meeting):
 - Event Flyer (especially if open to public) or Webpage or workshop schedule printed
 - List of participants for meetings or if registration was required, include staff/volunteers
 - For recognition gifts, list who is getting recognized, their role and for what are they being recognized. Maximum \$75 per person recognized.
 - **If expense is for a registration fee:**
 - Completed Registration form (copy)
 - Class/workshop information: (class or workshop flyer/webpage with date/time)
 - Purpose of taking the class/workshop

DIRECT CHARGES

There are two types of Direct Charges: Invoices received from Vendors for payment and when a purchase can be made on-line through the Office Manager.

As with check requests, complete information and documentation is required by UC or payment may be delayed or declined.

“SERVICES” are not accepted for Direct Charge (or check request). UC will not allow payment for labor, performing a service, by Direct Charge. Examples: repairs, installation, bus charters, etc . Services require a PURCHASE ORDER that require additional paperwork and can take 4 weeks to process. Contact the Office Manager BEFORE contracting with anyone to perform a service.

Other EXCLUDED ITEMS that UC will not approve a direct charge:

- Animals
- Building Repairs (service)
- Catering (submit in MyTravel)
- Controlled Substances
- Charters (requires a Purchase Order, should be begin process minimum **30-40 days in advance**)
- Consultant Services
- Rental of items in excess of 30 days
- Ethyl Alcohol
- Furniture (except office furniture up to \$500)
- Hazardous Materials
- Independent Contractors
- On-site Services of any kind
- Real Property Rental of Storage Space
- Software requiring license agreements

For On-line Purchases:

1. Send an e-mail link to the Office Manager for the item you wish to purchase.
2. Include in the e-mail the name of what you are purchasing, the cost of the item, the account to debit and the business purpose of the purchase

For Invoices from Vendors:

STEP 1: Contact the Vendor to prepare an Invoice

- **IMPORTANT INVOICE INFORMATION (see sample):**
 - MOST IMPORTANT the “billed to” information must be:
 - **UCCE PLACER NEVADA**
 - **UCCE Office Address (not volunteer/staff home address)**
 - Invoice must be itemized.
 - The invoice must have vendor name, address and contact information phone pre-printed.

STEP 2: Submit invoice to the your clerical support person for processing with Check Request Form and any additional required documentation.

SALES DEPOSITS:

UC requires documentation for all sales transactions. This is a protection for volunteers and the University.

All Sales require a written receipt that includes:

- Name of Purchaser
- What was purchased
- Cost each for item sold
- Total \$\$ received

Checks from vendors DO NOT REQUIRE a written receipt but must be logged in on the Revenue Receipt Log by the Office Manager.