



Check Request Supporting Documentation Requirements

****It is the organizations responsibility to read the instructions below and ensure all check requests are complete. Incomplete check requests will not be accepted****

Contact the ASI Business Office at (559)278-2656 if you have any questions or stop by our office on the 2nd floor of the USU, room 317.

1. AUTHORIZED SIGNERS: For CLUBS and ORGANIZATIONS a current Signature Agreement Form (SAF) with authorized signatures must be on file in the ASI Business Office. The check request must be signed by one of the authorized club officers and the advisor on the SAF. Prior to submitting your request, verify the SAF on file is current. The authorizing signatures on the check request cannot be the same as the individual to be paid.

2. RECEIPTS/INVOICES: Original **itemized receipts/invoices** must be attached to the check request. NEATLY tape all LOOSE receipts on a blank piece of 8 ½ x 11 paper. NO RECEIPT COPIES ACCEPTED. Invoices from vendors will be paid directly. If items are being shipped or delivered, please mark “received” on invoice or submit packing slip prior to submittal of check request, if not, the request will be considered an advance and receipt of goods (packing slip) will have to be submitted after order is received. Purchases made by check or credit card, a bank statement showing ONLY the LAST 4 numbers AND the purchasers name need to be submitted. For checks, a copy of the front and back showing it was cleared.

3. MEMBERSHIP DUES: For Membership dues, a list of members being paid for along with copies of the enrollment forms or price per member listing from club’s dues website needs to be submitted with check request.

4. SALES TAX: Any items that were not charged applicable sales tax will be subject to 7.25% sales/use tax (including purchases in CA if not already included). Any receipt/invoice that do not have a sales tax line item will be subject to 7.25% sales/use tax that will be charged to club/organization and ASI will pay tax to the State Board of Equalization.

5. W9 & Performance Agreement FOR CONTRACTED SERVICES: (Contracted Services are self-employed or unincorporated entities receiving payment for services provided): For these payments, a check request forms along with a completed Performance Agreement and IRS W-9 Form must be submitted. In order for ASI to capture the the associated tax for the entity, **DO NOT pay directly for contracted or outside services**, instead submit to ASI and at the end of the calendar year, the vendor will be sent a tax form 1099 from ASI. If entity is an individual and is a non-resident of California, the entity is subject to California Income Tax withholding unless they provide documentation (Form 590 in CA) showing they are exempt from withholding.

TRAVEL

6. BEFORE TRAVEL: Student travelers must submit a Travel Notice when traveling on behalf of the Club or Organization two weeks prior to travel. Each person traveling needs to fill one out even if they are not incurring expenses. A University Travel Waiver and Emergency Contact form must be submitted with the notice. An itinerary of the trip or proof of event must be attached along with any car rental, airline, hotel, etc. to calculate the estimated cost of the trip. A travel advance can only reimburse airfare purchases.

7. AFTER TRAVEL: Upon return a Travel Claim must be submitted by every traveler. Receipts and proof of travel, such as boarding passes, itineraries, airline tickets, etc., as well as proof of conference attendance must accompany all Travel Claims for bus, train, or airline fares reimbursements. Meal receipts must be submitted and reimbursements will be made following the \$55/day maximum. Clubs and Organizations have 60 days after travel to turn in all travel reimbursement claims.

8. MILEAGE REIMBURSEMENT AND CAR RENTAL REIMBURSEMENT: Mileage expenses for a privately owned automobile will be reimbursed using CSU business mileage rate, currently at \$0.535 per mile. For reimbursement, submit a map showing total mileage traveled, round trip, and documentation showing proof of purpose of travel (example: proof of conference attendance see #6 above). Mileage is computed from either headquarters (CSUF) or the traveler's residence to the destination, whichever is less. If you have any questions, please contact the ASI Business Office prior to Travel. For car rentals, provide gas receipts and proof of car rental statement, along with proof of conference. ***Car rentals can ONLY be booked through Enterprise.***