How to submit receipts for MDRF reimbursement
ENCUMBRANCE REQUEST FORM

For all organizations which use mandatory student activity fees and revenue. All information must be typed or clearly printed.

**INSTRUCTIONS:** Submit this form to Student Life for administrative approval after you have received officer approval from your organization. The form will then be submitted to SBI Accounting Office before placing an order for goods or services, or before making a purchase. All purchases must receive prior approval, i.e., funds must be encumbered before a purchase is made.

Funds will be encumbered and a Purchase Order form will be issued for authorization by 2 elected officers only, assistants cannot approve funds. After the officers have authorized the Purchase Order, you may then place the order or make the purchase.

After goods or services have been received, complete the Receiving Report section of the Purchase Order. Payment will be made to the vendor after you submit the completed Purchase Order to the SBI Accounting Office, together with adequate, original vendor documentation (eg. vendor invoice, store signed contract for services, etc.)

In rare instances when a vendor requires payment advance, the purchase must be documented within ten days. Advance privileges may be lost if prior advances are not documented.

Payments for rentals or services by independent contractors cannot be made to third parties, only to the vendor who provided the service, and require IRS Form W-9, or an acceptable substitute.

**NOTE:** This is only an estimate of what you expect to spend. It must be turned in at least TWO WEEKS prior to spending any money. DO NOT submit this form via e-mail.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Complete Description of Purchase (-WHAT? WHERE? WHEN? WHY? ETC...)</th>
<th>Amount</th>
</tr>
</thead>
</table>

**APPROPRIATION ACCOUNT NUMBER**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Your grant #-print your name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Name</td>
</tr>
<tr>
<td>Line Item</td>
<td>Name</td>
</tr>
<tr>
<td>Project (If Applicable)</td>
<td>Name</td>
</tr>
</tbody>
</table>

REQUESTED BY: Sign your name here

OFFICER APPROVAL: 

ADMINISTRATIVE APPROVAL:

The approval by college officials indicates only that the purpose of the fiscal commitment is in compliance with the provisions of the Trustees' policy governing student activity fees, and that the commitment does not constitute a fiscal obligation of the State of New York.
NOTE: THERE IS ONLY ONE ENCUMBRANCE FORM FOR ALL GSA FUNCTIONS, INCLUDING MDRF

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**Encumbrance Form (blue)**

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**NOTE: THERE IS ONLY ONE ENCUMBRANCE FORM FOR ALL GSA FUNCTIONS, INCLUDING MDRF**

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**Club Name:**

**SUB-BOARD I, INC. AND RELATED ORGANIZATIONS ENCUMBRANCE REQUEST FORM FOR ALL ORGANIZATIONS WHICH USE MANDATORY STUDENT ACTIVITY FEES AND REVENUE ALL INFORMATION MUST BE TYPED OR CLEARLY PRINTED**

**Vendor Name:**

**Vendor Address:**

**City** | **State** | **Zip**
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**INSTRUCTIONS:** Submit this form to Student Life for administrative approval after you have received officer approval from your organization. The form will then be submitted to SBI Accounting Office before placing an order for goods or services, or before making a purchase. All purchases must receive prior approval. Funds must be encumbered before a purchase is made.

Funds will be encumbered and a Purchase Order (REP form) will be issued for authorization by 2 elected officers only, assistants cannot approve funds. After the officers have authorized the Purchase Order, you may then place the order or make the purchase.

After goods or services have been received, complete the Receiving Report section of the Purchase Order. Payment will be made to the vendor after you submit the completed Purchase Order to the SBI Accounting Office, together with adequate, original vendor documentation (eg. vendor invoice, store receipt, signed contract for services, etc.)

In rare instances when a vendor requires payment in advance, the purchase must be documented within ten days. Advance payments may be lost if prior advances are not documented.

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**QTY** | **COMPLETE DESCRIPTION OF PURCHASE (WHAT? WHERE? WHEN? WHY? ETC...)** | **AMOUNT**
--- | --- | ---

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**COMPLETE DESCRIPTION OF THE PURCHASE IS REQUIRED IN ORDER TO PROPERLY PROCESS THIS REQUEST**

**TOTAL AMOUNT**

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**ACCOUNTING OFFICE USE ONLY**

**P.O. No.**

**Reviewed**

**Vendor No.**

**1099 TR FA PP AR Adv PY**

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**IMPORTANT**

- Hold check for pick-up
- Mail check to vendor address

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**Appropriation Account Number**

<table>
<thead>
<tr>
<th><strong>Fund</strong></th>
<th><strong>Number</strong></th>
<th><strong>Name</strong></th>
</tr>
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<tbody>
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<td><strong>Project (If Applicable)</strong></td>
<td><strong>Number</strong></td>
<td><strong>Name</strong></td>
</tr>
</tbody>
</table>

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**Requested By:**

**Officer Approval:**

**Administrative Approval:**

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The approval by college officials indicates only that the purpose of the fiscal commitment is in compliance with the provisions of the Trustees' policy governing student activity fees, and that the commitment does not constitute a fiscal obligation of the State of New York.
Purchase Requisition Form

Fill out all the highlighted parts and include your **grant number at the top of the form.**

If what you are ordering was listed in your Budget Section C under a different name, please include the name from the budget in parentheses after the company’s product name. Include how you will pay for any overages.

**DO NOT submit this form via e-mail.**
Do NOT Submit Encumbrance (blue) forms or Purchase Requisition (white) forms via e-mail.

These MUST be hard copies.
How to Submit loose receipts of all types of items, not just food
Metro Pass
7-Day pass

$ 20.00
Cash $ 20.00
Change $ 0.00
June 2, 2015

Metro Pass
June 12, 2011

One Day Pass $ 5.00
Total $ 5.00
Cash $ 10.00
Change $ 5.00

Tape or staple all receipts for one type of item such as bus passes (not food, see next page for dealing with food receipts) on one sheet of paper. In the case where there are too many for the front side of the paper, use the back of the sheet. There should, however, only be one type of receipts per page. Use a separate sheet of paper for more and/or different items. (For example, do not mix bus passes and toll road receipts on one sheet of paper.) Circle the date and the total on each receipt. At the top of the sheet, list what the receipts are for (in this example they are bus pass receipts), the dates, and the total amount for that group of the item in U.S. dollars. Repeat this for each type of loose receipts you have. You must submit original receipts.
| Café for Coffee  
| Washington, DC |
|---|---|
| 1 coffee | $1.00 |
| 1 muffins | $3.50 |
| Subtotal | $4.50 |
| tax | $0.14 |
| Total | $4.64 |
| Cash | $5.00 |
| Change | $0.36 |

| George’s of DC  
| May 12, 2011 |
|---|---|
| taco dinner | $10.00 |
| tea | $1.50 |
| Subtotal | $11.50 |
| tax | $1.10 |
| Total | $12.60 |
| Cash | $20.00 |
| Change | $7.40 |

Tape or staple all food receipts for one date on one sheet of paper. In the case where there are too many for the front side of the paper, use the back of the sheet. There should, however, only be one day’s receipts per page. Use a separate sheet of paper for each day. Circle the date and the total on each receipt. At the top of the sheet, list what the receipts are for (in this example they are food receipts), the date, and the total amount for that day in U.S. dollars. Repeat this for each day you have receipts. You must submit original receipts.
Timmy’s Café  
Albany, NY

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 coffee</td>
<td>$1.00</td>
</tr>
<tr>
<td>2 muffins</td>
<td>$3.50</td>
</tr>
</tbody>
</table>

**Subtotal** $4.50

tax $ .14

**Total** $4.64

Cash $5.00
Change $ .36

Jun 13, 2010

Grandé’s of Ithaca, NY

Jun 13, 2010

taco dinner $10.00

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>tea</td>
<td>$1.50</td>
</tr>
<tr>
<td>cake</td>
<td>$3.75</td>
</tr>
</tbody>
</table>

**Subtotal** $15.25

tax $4.10

**Total** $19.35

Cash $20.00
Change $ .65

For all types of receipts for purchases in New York State. MDRF cannot pay New York State tax. You will be reimbursed for subtotal amounts. Therefore, circle the subtotal and date on each receipt and use subtotal amounts for the day’s total. You must submit original receipts.
mdrf does not reimburse for tips
DO NOT submit this type of credit card receipt for a New York receipt as it does not list a subtotal and the amount of tax.
With any receipts paid by credit or debit card, submit a copy of your credit or debit card. Black out all but the last four digits of your credit card number.

EACH AND EVERY TIME YOU SUBMIT A SET OF RECEIPTS THAT HAVE BEEN PAID BY CREDIT OR DEBIT CARD, YOU MUST SUBMIT A COPY OF THE CREDIT OR DEBIT CARD YOU USED TO PURCHASE THE ITEMS ON THE RECEIPTS. WE DO NOT KEEP THESE ON FILE.
With any receipts paid by credit or debit card, submit a copy of your credit or debit card statement. Black out all but the last four digits of your credit card number and all unrelated expenses.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/18/10</td>
<td>Tim’s Café</td>
<td>$1.95</td>
</tr>
<tr>
<td>09/20/10</td>
<td>American Air</td>
<td>$278.97</td>
</tr>
<tr>
<td>10/02/10</td>
<td>Grande Pizza</td>
<td>$25.79</td>
</tr>
<tr>
<td>10/02/10</td>
<td>Martha’s Inn</td>
<td>$288.65</td>
</tr>
</tbody>
</table>
Café au Paris

1 café  € 2.89
2 pomme € 3.50
1 pain  € 1.98

Total € 8.37

1 Septembre 2010

1 € = $1.28
8.37 x 1.28 = $10.71

FOR ALL RECEIPTS OF ANY KIND THAT ARE NOT IN ENGLISH AND/OR ARE NOT IN U.S. DOLLARS, YOU MUST SUBMIT THEM TAPELED OR STAPLED TO A SHEET OF PAPER AND HAND-WRITE AT THE TOP OF THE PAGE WHAT THIS IS A RECEIPT FOR, THE DATE, AND INCLUDED THE CONVERSION TO U.S. DOLLARS.
<table>
<thead>
<tr>
<th>Date</th>
<th>Exchange Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep-09-2010</td>
<td>1.270869</td>
</tr>
<tr>
<td>Sep-08-2010</td>
<td>1.271592</td>
</tr>
<tr>
<td>Sep-07-2010</td>
<td>1.273373</td>
</tr>
<tr>
<td>Sep-06-2010</td>
<td>1.287648</td>
</tr>
<tr>
<td>Sep-03-2010</td>
<td>1.285957</td>
</tr>
<tr>
<td>Sep-02-2010</td>
<td>1.281631</td>
</tr>
<tr>
<td>Sep-01-2010</td>
<td>1.280303</td>
</tr>
<tr>
<td>Aug-31-2010</td>
<td>1.268994</td>
</tr>
<tr>
<td>Aug-30-2010</td>
<td>1.268897</td>
</tr>
<tr>
<td>Aug-27-2010</td>
<td>1.273470</td>
</tr>
<tr>
<td>Aug-26-2010</td>
<td>1.270046</td>
</tr>
<tr>
<td>Aug-25-2010</td>
<td>1.263475</td>
</tr>
</tbody>
</table>

With all receipts not in dollars, submit an exchange rate for each day of trip. As shown above, this list can be all on one sheet printed out from an exchange rate website. On the sheet of paper to which you attached the original receipts for that day, include the total in dollars and that day’s conversion rate.
For mileage reimbursements, you must submit a website sheet that shows the miles for your trip in addition to filling out the Mileage Reimbursement Form that you and your advisor have signed. You will also need to submit gas receipts or tolls as proof you actually made the trip. These receipts and only these receipts can be copies, not originals as you are being reimbursed for mileage and not based on gas receipts.

75 Capen Hall
Amherst, NY 14260-1609 United States

Directions from A to B:
1. Start out going NORTHWEST on PUTNAM WAY N. 0.4 mi Map
2. Turn LEFT. 0.0 mi Map
3. Turn LEFT onto HADLEY RD. 0.1 mi Map
4. Turn RIGHT onto RENSCH ENTRANCE. 0.1 mi Map
5. Turn LEFT onto AUDUBON PKWY. 0.6 mi Map
6. Merge onto MILLERSPORT HWY/NY-263 S toward BUFFALO. 1.0 mi
7. Merge onto I-290 E/YOUNGMANN EXPY. 3.0 mi Map | Avoid
8. Merge onto I-90 E via EXIT 1-49 on the LEFT toward ALBANY (Portions toll). 272.6 mi Map
9. Take EXIT 1S toward US-20/WESTERN AVE. 0.4 mi Map
10. Merge onto ADIRONDACK NORTHWAY. 0.6 mi Map
11. Turn LEFT onto US-20/WESTERN AVE. 0.9 mi Map
12. 1228 WESTERN AVE is on the RIGHT. Map

Best Western Sovereign Hotel – Albany
1228 Western Ave, Albany, NY 12203-3326 - (800) 780-7234
Total Travel Estimate: 4 hours 35 minutes / 279.71 miles
As proof you took the trip for which you are seeking reimbursement for mileage, tape or staple a gas receipt and/or toll receipt on a sheet of paper and submit with your mileage request. These can be photocopies of the actual receipts.

Get 'n Go

Ithaca, NY

Unleaded Gas

21.6 gal. @ $ 2.96

Total $63.94

Jun 13, 2010

NY Toll

Albany, NY

June 11, 2010

$ 6.45
Reminders:

With Air Travel receipts include:

- Your travel itinerary
- A copy of your boarding passes

With Gift Certificate receipts for Human Subjects include:

- The Human Subject Expense form
- The Human Subject Log

With Transcription Receipt for Services form include:

- An invoice from the transcriber with name, address, phone number, and an original signature
- A copy of your canceled check (from the bank), you **CANNOT PAY THIS IN CASH**
- I need to see a copy of the transcribed documents, however, I do not need a copy to keep

With Receipt for Services form include:

- An invoice from the service provider with name, address, phone number, and an original signature
- A copy of your canceled check (from the bank), you **CANNOT PAY THIS IN CASH**