



Brooklyn College Foundation External Payment Request Submission Policies

Effective as of July 1, 2014

The Brooklyn College Foundation (BCF) has a responsibility to maintain control over the disbursement of its funds by requiring proper approval and consistent application of procedures for payment transactions. This policy seeks to promote fiscal control, timely and accurate disbursement of funds for external purchases and employee reimbursement, compliance with the state and federal regulations, and donor restrictions.

All funds shall be administered with due regard to conditions attached to the gift and governing statutes and rules, in accordance with what is reasonable and equitable, and in the manner in which persons of ordinary prudence would act in the management of the property of another.

There are three basic criteria, which determine the legitimate use of the BCF funds:

- The use should fall within the donor's intent, as closely as reasonably possible for the gift.
- The use must not jeopardize the BCF's tax-exempt status.
- The use must comply with all applicable statutes and regulations.

All disbursements must have appropriate back-up documentation suitable for auditing purposes.

****Note:** As of 7/1/14, all BCF payment requests and Non-Tax Levy payroll appointments will be approved and processed through the Fiscal and Business Services Center (FBSC). From this point forward, departments shall submit all BCF payment request forms, BCF NTL appointment authorization forms, and supporting documentation to the FBSC in room 1146 Boylan Hall. Please direct all questions related to BCF payment request policies and/or paperwork, the status of payments, and BCF fund balances to the FBSC at ext. 3272. All questions related to the purpose of a BCF fund and future funding should be directed to the BCF at ext. 5074.

The following guidelines govern BCF payment disbursements for BC departmental payment requests:

I. Authorized Fund Signatories:

The faculty and administrators at Brooklyn College who are responsible for the realization and financial administration of a BCF-managed restricted fund shall serve as the primary authorized signatories on that fund. All BCF restricted funds are organized in accordance with the college's academic leadership structure. This means that the President, Provost, Associate Provosts, Academic Deans, and College Vice Presidents shall serve as secondary authorized signatories on BCF restricted

funds, and will be required to sign-off on expenditures of \$2,500 and above.

Authorized fund signatories (i.e. project administrators, Deans, Provost, VPs, Chairs, etc.) will be required to sign BCF gift/grant administration agreements outlining the purpose and administration of restricted funds. These agreements should be updated on an annual basis, as faculty/staff change.

The following signatory policies apply to BCF payment request and appointment authorization forms:

- Requests for payments of less than \$2,500 may be signed by any fund signatory as designated by the primary authorized signatory on a BCF gift/grant administration agreement.
- Requests for payments of \$2,500 and higher must be signed by the relevant Dean, Associate Provost, or Vice President. In cases where the Dean is the primary authorized signatory, the Provost will sign-off on all payment requests of \$2,500 and higher.
- The intended recipient of a check **cannot** sign-off on his/her payment. The payment must be signed-off on by the relevant Dean, Associate Provost, or Vice President. In cases where the Dean is the recipient of a check, the Provost will sign-off on the payment.
- Any external contract related to a restricted gift or grant will be reviewed by the Foundation's General Counsel prior to being signed and executed by the Foundation.

Fund signatories are responsible for ensuring that there are sufficient funds to cover disbursements prior to signing-off on a payment request or an appointment authorization form. Requests from funds with insufficient available balances will be returned without processing.

II. Payment Requests:

In order for the FBSC to process a payment from a BCF-managed fund, an authorized fund signatory must submit a formal request to the FBSC for review and approval prior to payment. Depending on the recipient or the type of payment being requested, a BCF payment request form (Appendix 1) or a BCF Non-Tax Levy appointment authorization form (Appendix 2) must be completed, signed, and submitted to the FBSC by the appropriate fund signatory. Departments will be required to complete a new payment request or appointment authorization form for **each** payee. Again, the intended recipient of a check cannot sign his/her payment request or appointment authorization form.

See Section II.A. below for detailed instructions on when to use a BCF payment request form and when to use a BCF Non-Tax Levy appointment authorization form.

A. Types of Permissible Expenditures from BCF Funds:

- 1) Direct payments to outside vendors for goods or services provided (BCF payment request form required)
- 2) Reimbursements to individuals for verified out-of-pocket expenses (BCF payment request form required)
- 3) Employee salaries (BCF Non-Tax Levy appointment authorization form required):

- a) Under common-law rules, anyone who performs services/work in return for payment is an

employee *if the employer can control what will be done and how it will be done*. This is so even when the employee is given freedom of action. What matters is that the employer has the right to control the details of how the services are performed.

- b) Based on the IRS' rulings on employee vs. independent contractor determinations, the following individuals should be treated as Brooklyn College ("College") Non-Tax Levy employees:
 - i) All faculty and staff who receive salary supplements from the Brooklyn College Foundation, Inc. ("Foundation"). This includes recipients of professorships and chairs.
 - ii) All faculty and staff who receive grants to perform a limited amount of services outside the normal scope of their duties, but who are still subject to the College's supervision and control.
 - iii) All faculty and staff who are hired to administer programs funded by the Foundation and who are under the College's supervision and control.
 - iv) All students who, as a condition of receiving grants, act as teaching assistants, research assistants, or tutors while being supervised by College personnel.
 - v) All students who are paid by the Foundation to serve as outside interns at various companies, such as Morgan Stanley, Citibank, etc., but who are supervised by an internship coordinator at the College.
- c) Employee taxes will be deducted from each employee's paycheck.

4) Payments to independent contractors/consultants (BCF payment request form required):

- a) According to the IRS, individuals who are in an independent trade, business, or profession in which they offer their services to the general public are generally independent contractors. However, whether these people are independent contractors or employees depends on the facts in each case. The general rule is that an individual is an independent contractor if the payer has the right to control or direct only the result of the work and not what will be done and how it will be done. An individual is not an independent contractor if he/she performs services that can be controlled by an employer (what will be done and how it will be done). This applies even if that individual is given freedom of action. What matters is that the employer has the legal right to control the details of how the services are performed.
- b) **College employees performing consultant or administrative work for College-related programs are *not* independent contractors, and will have to be paid as employees through BC Non-Tax Levy payroll.**
- c) Payments to independent contractors/consultants must be reported as taxable income to the IRS at the end of the year on a Form 1099-MISC.

5) Honoraria (BCF payment request form required):

- a) According to the IRS, an honorarium is a non-obligatory payment for services for which a custom price may not be set. This method of payment is usually made to a guest speaker, lecturer, or volunteer, who is not a College employee, as a "thank you" and gesture of good will and appreciation. An honorarium is not based on an agreed amount between the individual providing services and the individual seeking services. If payment is agreed upon, this constitutes a contractual agreement (i.e. fee for services).
- b) **Note that honoraria may not be paid to companies/businesses or College employees.**
- c) Honoraria must be reported as income to the IRS at the end of the year on a Form 1099-MISC.

6) Student scholarships, awards, and prizes (BCF payment request form required):

- a) Student scholarships, awards and prizes must be processed through the Brooklyn College

Office of Scholarships and will be payable to Brooklyn College. All such payments are applied towards each student recipient's tuition account with the College. Scholarships, awards, and prizes that are contingent upon substantial, supervised work (other than independent work that furthers the student's education) will be taxable.

7) Travel awards (BCF payment request form required):

- a) Travel awards may be made payable directly to recipients, in accordance with donors' wishes, as long as the recipient has been identified by the appropriate academic department through a formal selection process based on the award selection criteria as established by the donor of the award.
- b) Travel awards must be reported as income to the IRS at the end of the year on a Form 1099-MISC.

8) Faculty awards (BCF payment request form required):

- a) Faculty awards may be made payable directly to recipients, in accordance with donors' wishes, as long as the recipient is selected without any action on his or her part, and the recipient is not required to render substantial future services as a condition to receive the award.
- b) Faculty awards must be reported as income to the IRS at the end of the year on a Form 1099-MISC.

B. Back-up Requirements for Payments from BCF Funds:

Departments must also attach the appropriate back-up documentation to each payment request or appointment authorization form for processing. Payments may not be processed without appropriate documentation. Different scenarios require different forms of documentation as follows:

1) First-Time payments to payees/vendors:

- a) Anyone who is receiving a payment from the BCF for the first time must submit a completed W-9 Form (Appendix 3). Please note that a W-9 Form **is not** required for reimbursements.

2) Payments to vendors:

- a) Departments must submit an original invoice from the vendor. This invoice should include an invoice number, a description of services/merchandise being purchased, and the total amount due. If only a copy of an invoice is available (as opposed to an original invoice), departments must submit either a signed memo or a note and signature on the invoice copy, explaining why the original invoice is not available and confirming that the invoice has not been submitted anywhere else for payment.
- b) **Note:** The BCF is exempt from New York State's sales tax for direct payments to vendors. To avoid being charged sales tax on vendor purchases, departments must provide vendors with the BCF's sales tax exemption number. Please contact the BCF at ext. 5074 for this information.

3) Reimbursements (general policies):

- a) Departments must submit proof of payment for all reimbursements. Acceptable forms of proof of payment for any payment type include an original itemized receipt or invoice indicating that the item has been paid in full, or a signed letter from the vendor confirming that the item has been paid in full. If this type of receipt is not available, other acceptable forms of proof of payment may vary based on payment type:

- i) *Purchase paid for by cash*: original itemized receipt/invoice indicating that item was paid for in-full by cash—this is the only acceptable form of proof of payment.
 - ii) *Purchase paid for by check*: itemized invoice, and a copy of the cashed check (accessible through an online banking account).
 - iii) *Purchase paid for by credit card*: itemized invoice, and a copy of the portion of the credit card statement that includes the charge to be reimbursed. Please omit all but the last four digits of your account number, and any information that is not directly related to your reimbursement.
 - b) In the rare case that an original receipt is not available, the BCF may reimburse items totaling to **no more than \$75** without a receipt upon authorized fund signatory approval and submission of a signed memo with a detailed description of the expense. **Expenditures in excess of \$75 lacking a receipt cannot be paid under any circumstance.**
 - c) Payment requests must match the invoice/receipts submitted. Departments should ensure that they are requesting the appropriate amount according to the attached invoice/receipts.
 - i) All receipts should be affixed to a plain piece of paper attached to the payment request. Loose receipts are easily lost and can result in non-payment. If multiple receipts are submitted, please number each receipt and submit a numbered list of the corresponding receipts submitted.
 - d) Please note that a W-9 Form **is not** required for reimbursements. The FBSC will only process reimbursements related to travel expenses after the date of travel. In order to receive reimbursements for transportation expenses, departments will be expected to submit proof of travel (i.e. boarding passes) along with receipts (see travel reimbursement policies in section III for more information).
- 4) *Employee salaries**: BCF restricted funds may not be used to pay employee salaries directly. Moneys from BCF-managed funds must be encumbered first and then transferred to BC Non- Tax Levy for payment to BC Non-Tax Levy employees. ***Note:** Employee taxes (i.e. Medicare, Social Security) will be deducted from each employee's paycheck. When calculating available funds to encumber for salary, departments should consider the fact that money must be available in their BCF-managed funds to cover the employer's share of taxes and fees. This amount is equivalent to 15% of a BC Non-Tax Levy employee's base salary. If insufficient funds are available to cover these employer taxes and fees, then departments must adjust base salaries accordingly.
- a) New employee appointment requests must be submitted to the FBSC at least one month prior to the targeted pay date. In order to request a new employee appointment, the supervising department must complete and submit a BCF/Non-Tax Levy Appointment Authorization Form to the FBSC for review and approval. This form will specify the total appointment amount (base salary for the fiscal year) and the total amount to be charged to the BCF- managed fund for the appointment.
 - i) The time period for an appointment will not extend past the end of the current fiscal year (July 1 – June 30). Therefore, supervising departments must submit new appointment authorization forms for ongoing employees at the beginning of each new fiscal year.
 - ii) When appointing ongoing salaried administrative support staff, supervising departments must plan ahead and budget for a total employee appointment for the fiscal year.
 - iii) Professorship/chair appointments shall be made at the beginning of a fiscal year, and bi-annual payments will be processed in December and June. The BCF recommends that fund signatories advise recipients of large, flat payments to contact their tax advisors regarding W-4 claims and withholding.
 - iv) When appointing student interns/fellows, supervising departments should submit an appointment authorization form to the FBSC for review and approval at least one month

prior to the targeted pay date. Such salaries will be issued as one-time flat payments through payroll.

- b) Once the FBSC approves an appointment request, the BCF will encumber the total amount budgeted for the appointment from the specified BCF-managed fund. The FBSC will then work directly with the supervising department to address all employment-related inquiries, collect necessary HR documents, and discuss payroll schedules and timesheets. **Employees must not work before the FBSC receives and approves all of their employment paperwork.**

5) Payments for consultant and independent contractor fees:

- a) Departments must submit an original invoice from the payee for services rendered as well as a copy of the signed contract between the consultant and department. The invoice should include an invoice number, a brief description of work completed, dates of service, and the total amount due. If only a copy of an invoice is available, departments must submit either a signed memo or a note and signature on the invoice copy, explaining why the original invoice is not available and confirming that the invoice has not been submitted anywhere else for payment.
- b) **College employees may not be paid as consultants or independent contractors.**

6) Honoraria:

- a) For all honorarium requests, departments must clearly explain the purpose of the honorarium in the description section of the payment request form. If the honorarium is related to a specific event, proof of the event (i.e. event flyers) should be submitted as well. For larger requests (\$1,000+), the FBSC may require a signed memo with justification of the honorarium amount. This shall be left to the discretion of the FBSC.
- b) Honoraria to be paid in advance must be pre-approved by the FBSC.
- c) Honoraria are considered to be taxable income, but reimbursements for expenses associated with an honorarium are not taxable. Therefore, requests for reimbursements associated with honoraria should be submitted separately along with original receipts.
- d) If an individual or company has a rate or fee for his/her services, the payment should not be called an honorarium.
- e) **College employees may not receive honoraria.**

7) Student scholarships, awards, and prizes:

- a) Student scholarships, awards, and prizes are paid directly to Brooklyn College.
- b) The BCF will issue payments for scholarships only after student recipients have submitted donor acknowledgement letters to the Scholarships Office.
- c) Once acknowledgement letters are collected, the Scholarships Office must submit to the FBSC a detailed invoice including the names of the scholarship recipients, the corresponding scholarship names and fund ID numbers, and the scholarship amounts. This must be accompanied by a signed BCF payment request form requesting payment of the total invoice amount to Brooklyn College.

8) Travel awards:

- a) After a travel award recipient is selected, the authorized fund signatory must submit a completed and signed payment request form to the BCF along with a signed memo confirming that the individual has been selected to receive the travel award, and a donor acknowledgement letter from the recipient.
- b) As mentioned above, travel awards are taxable (recipients will receive a Form 1099-MISC at the end of the year). Additional requirements for travel awards may apply and vary based on donor gift criteria.

9) *Faculty awards:*

- a) After a faculty award recipient is selected, the authorized fund signatory must submit a completed and signed payment request form to the FBSC along with a copy of the award letter addressed to the recipient or a signed memo confirming that the individual has been selected to receive the award.

10) *Pre-payments:* The BCF is not able to advance payments. This includes payments to travel agencies for future dates of travel. If a vendor requests a pre-payment (prior to the date of receipt of goods or services), please process as follows:

- a) Request a *pro-forma* invoice or quote from the vendor.
- b) Based on this quote, complete a purchase requisition form. Under “OTPS Budget Charged,” please write “BCF” and indicate the BCF account number to be charged for this purchase. Requisition forms can be found at:
<http://www.brooklyn.cuny.edu/bc/offices/avpbandp/view/fiscalbusinessservices/forms/Purchase%20Requisition.pdf>.
- c) Submit the signed requisition form and a quote from the vendor to Room 1146 Boylan (FBSC). Brooklyn College will then initiate a purchase order with the vendor. This will establish a binding contract between the Foundation and the vendor. Payment will be made once the services have been performed or the merchandise has been received.
- d) Upon the receipt of merchandise or upon the completion of services, the vendor must generate an official invoice. Please submit this original invoice along with a payment request form to the FBSC for payment processing.

III. Travel Reimbursement Policies:

Travel reimbursements shall only be issued from funds that allow for travel reimbursements and/or include budget lines for travel reimbursements in accordance with donor gift agreements. To be reimbursable, the BCF requires that the travel be performed in the most economical manner consistent with mission requirements, that all expenses are incurred during travel, and that the expenses are reasonable and necessary. Individuals are expected to exercise prudent judgment in performing travel.

- 1) *Applying for Expense Reimbursement:* Reimbursement for official travel is made for meals, lodging, transportation, parking, and certain incidental expenses as described within these procedures. Reimbursement for travel expenses must be submitted on a BCF payment request form accompanied by a completed BCF Travel Voucher (Appendix 4), all original, itemized receipts, and other documentation necessary to substantiate items listed.

- a) Original, itemized receipts are required for all expenses over \$25. Receipts must be itemized-- detailing what item(s) were purchased, when and from what vendor. All original receipts are to be numbered (receipt numbers should correspond to those numbers included in the Travel Voucher) and taped to a piece of 8 ½ by 11 piece of paper. If a receipt is not available, the item may be paid, up to a \$75 limit, upon authorized fund signatory approval and submission of a signed explanation of the Amount; Time and Place; Name(s) of Person(s); and Business Purpose of each expense with the reimbursement request.
Expenditures in excess of \$75 lacking an itemized receipt cannot be paid under any circumstance.

- b) Related to *Adequate Records*, the IRS requires that:

- i) **All** lodging expenses, regardless of the amount, **must** be documented with an **itemized receipt**.
- ii) For airline travel involving electronic tickets, proof of purchase by either fax or e-mail from the agent is required along with proof of travel (e.g., boarding pass).
- iii) For credit card purchases over the phone, ask vendor to fax or e-mail a confirmation of the purchase. If that is not possible for expenditures of \$75 or less, submit a signed memo explaining why no receipt is available. Again, expenditures in excess of \$75 lacking an itemized receipt cannot be paid under any circumstance.
- iv) Foreign expenses must be submitted in U.S. dollars using the exchange rate in effect during the dates of travel. Please refer to the following web site to calculate historical international currency exchange rates: <http://www.oanda.com/currency/historical-rates>.

2) **Transportation Reimbursements:**

- a) **Air Travel:** When the most efficient means of transportation is air travel, reimbursement will be limited to coach fare except for the instances noted below. An employee may upgrade his or her travel class at anytime by personally paying the incremental cost.
- b) **Transportation to and from Hotels and Terminals:** Whenever practical, the most economical mode of transportation should be used to and from hotels, terminals (air and rail), and appointments. These expenses (including gratuities) will be reimbursed. Many hotels provide complimentary shuttle service to and from airports. The traveler should inquire about this service when making hotel reservations.
 - i) **Automobile Rentals:** Automobile rentals must be limited to situations where other means of transportation are not practical, economical, or available, and to emergency situations. As a general rule, the most economical vehicle should be used. When the traveler rents a car, the Collision Damage Waiver (CDW) or Loss/Damage Waiver (LDW) insurance should be purchased.
 - ii) **Personal Automobile Travel:** Reimbursement for use of personal automobiles by employees traveling on business will be at the current IRS-approved mileage rate (visit IRS.gov for details). The traveler is to keep a record of all mileage driven to justify mileage claimed. For automobile travel from the College, mileage at the current reimbursement rate and tolls will be reimbursed, but will be limited to the lowest airfare available. The traveler is required to have insurance for a personal vehicle used in conjunction with College business. Uninsured vehicles are not to be used for business purposes. Gas, oil, insurance premiums, repairs, or other costs are included in the mileage rate and will not be reimbursed. Fines for automobile violations or personal misconduct will not be reimbursed.

- 3) **Reimbursements when Traveling Abroad:** Foreign travel requires full compliance with the BCF travel policy. Any exceptions to policy must be approved in writing in advance by the BCF. When renting a commercial vehicle, check to see if an international driver's license is needed. The traveler should accept optional insurance coverage, such as Collision Damage Waiver (CDW). Vehicle insurance expenses are reimbursed to international travelers. As mentioned above, requests to be reimbursed for foreign expenses must be submitted in U.S. dollars using the exchange rate in effect during the dates of travel. Please refer to the following web site to calculate historical international currency exchange rates:
<http://www.oanda.com/currency/historical-rates>.

- 4) **Conference Registration Fees:** Payment of conference or meeting registration fees may be paid by

the BCF directly to the conference organizer by completing a BCF payment request form and attaching the registration materials. Payment may also be made by staff with a personal check or credit card; staff may request reimbursement for the expenditure as long as he or she submits sufficient proof of payment (see above instructions on reimbursements in Section IIB3 above).

- 5) *Lodging Reimbursements:* Hotel reservations may be made by contacting hotels directly and arranging for the best rate available. Effective May 2009, the BCF limits on reimbursements for lodging are \$170/night before taxes. If no lodging below that limit is available or convenient in the area of the stay, department directors may approve reimbursements above the \$170/night limit (e.g., attendance at a conference where the hotel rates for the conference are above the BCF limit). If the maximum limit is being reimbursed (i.e., \$170), the taxes on only that amount will be paid. The traveler can stay at the hotel where a meeting, convention, or conference is being held, or at a nearby, moderately priced hotel. The actual detailed hotel bill is required for reimbursement. Hotels should be guaranteed for late arrival with the traveler's personal credit card. Travelers may claim exemption from the State hotel occupancy tax when traveling on official business. To avoid being charged sales tax on hotel reservations, travelers must provide the hotel with the BCF's sales tax exemption number. Please contact the BCF at ext. 5074 for this sales tax exemption number.
- 6) *Meals:* Reasonable meal expenses will be reimbursed, including gratuity. Effective May 2009, the BCF will reimburse up to \$14 for breakfast, \$20 for lunch, and \$30 for dinner if detailed receipts are provided. If insufficient or no receipts are provided, the BCF will pay maximum federal per diem rates for the location in which the meal expense was incurred (no exceptions). For a list of federal per diem rates, see IRS Publication 1542 at www.gsas.gov. If a person is in travel status all day (for all three meals), he/she may combine the allowances set forth above into one per diem amount and reallocate the per-meal allowances as desired (e.g., spend more on lunch and less on dinner). However, the combined rate of \$64 with receipts or the federal rate must be adhered to. This does not apply to persons who are not in travel status all day. If a meal is provided as part of a meeting or conference, no reimbursement will be made for substitute meals without justification (i.e. dietary restrictions).
 - a) The reasonable costs of gratuities to porters, bellhops, and other service personnel will be reimbursed.
 - b) The general Foundation policy is not to reimburse for alcoholic beverages. If incurred, payments for alcoholic beverages should be billed separately and paid for by the individual directly. Exceptions may be allowed in special circumstances for certain donor, advancement, recruitment, visiting artists/lecturers, visiting external reviewers, and similar purposes, determined in advance by the BCF. Please collect this pre-approval from the BCF in-writing (email is sufficient), and include as back-up with the payment request form.
- 7) *Dry Cleaning or Laundry Service:* When travel extends longer than a week, the BCF funds may be used to reimburse a traveler for the service of dry cleaning and/or laundry. Exceptions will be allowed for international travel where the schedule requires minimal free time.
- 8) *Telephone Calls:* Telephone calls related to business will be reimbursed with appropriate documentation.
- 9) *Entertainment:* Reimbursements will not be made for entertainment expenses unrelated to business, such as, but not limited to, in-room movies, theater, etc.
- 10) *Expenses Other Than Travel/Transportation, Lodging, and Meals:* Receipts should be attached to the BCF Travel Expense Report for all other expenditures. See policies above related to appropriate

documentation and receipt submission.

IV. Impermissible BCF Disbursements/Reimbursements:

- 1) No expenditure, direct or indirect from a BCF account, may be made for charitable contributions, dues to social clubs, fines or penalties, unless otherwise pre-approved by the BCF.
- 2) No expenditure, direct or indirect from a BCF account, may be made for political contributions.
- 3) Reimbursements will not be made for entertainment expenses unrelated to College business.
- 4) The BCF is unable to issue employee payments to individuals who are not authorized to receive payment for services rendered in the U.S.
- 5) Expenditures that result in a personal benefit to the payee are forbidden by the BCF. Gift certificates are considered taxable income by the IRS and cannot be purchased with the BCF funds.
- 6) The FBSC will not accept any request for payment via email and/or telephone.

V. Transferring moneys from a BCF account to a BC Member Organization or BC Non-Tax Levy Operating account:

All permissible BCF account expenditures should be paid directly from BCF accounts. This enables the BCF to maintain accurate records for all expenditures as required for compliance with state and federal regulations, for audit purposes, and for accurate reporting to funders. If it is necessary to transfer moneys from a BCF account to a BC Member Org. or BC Non-Tax Levy Operating account for OTPS expenses, you may do so by following these steps:

- 1) Contact Alan Gilbert, Associate Vice President for Budget and Planning and Chief Financial Officer at ext. 5102. Mr. Gilbert will generate an invoice from BC Member Org. or BC Non-Tax for the requested expenditures.
- 2) Submit this original invoice (and any other documentation) along with a payment request form to the FBSC for processing. The FBSC will charge the appropriate account and cut a check payable directly to Brooklyn College. The FBSC will not be able to transfer monies without this invoice.

VI. Voiding or Reissuing BCF Checks:

An authorized signer must submit to the FBSC a brief explanation and signed memo in order to request a void or reissue. If the check is available, please include this with the memo. If it is not available, the bank must stop payment on the check, which will take additional time and money.

VII. Check Distribution:

Checks are mailed out by the FBSC directly to the check recipient at the address indicated on the payment request form. **If the check should not be mailed, please write “hold check for pick-up” on the top of the payment request form.** The authorized signer will be contacted at the extension indicated on the payment request form when the check is ready to be picked up. Once contacted, checks will be available for pick-up at 1146 Boylan Hall.