

Student Club / Organization Payment Requests

POLICY & PROCEDURES

CASH REQUESTS:

- Complete a Student Club/Organization Request and check the **CASH** Box.
- It will be “Payable” to the person who will be picking up the cash only
- Description: indicate i.e. groceries, supplies and prizes for event -
- Enter the total amount of cash needed in the Amount Box. Cash Requests are limited to \$200.00 per request
- On the “Charge to” line – **Enter the full club name and the full 9-digit club number – If the full club number is not entered the cash will not be paid out.**
- All required signatures must be completed. The Campus life signature, Andre Lynch must be the last to sign – No “virtual signatures” unless an email from the signer, authorizing the purchase is attached.
- When a CASH Request has been approved please email accounting@wells.edu to arrange for pick-up
- Approved cash request payments can be picked up at the Business Office (Macmillan)
- When requesting cash for purchases – a **Wells College TAX Exempt form (see DOS office)** must be used and all receipts from purchases and cash not used must be returned to the Business Office.

CHECK REQUESTS:

- Complete a Student Club/Organization Request and check the **CHECK** Box.
- It will be “Payable” to individual who will be paid and must include a valid mailing address
- Description: indicate the service or purpose of the check: i.e. DJ for club event
- Enter the check amount needed in the Amount Box.
- On the “Charge to” line – **Enter the full club name and the full 9-digit club number – If the full club number is not entered the cash will not be paid out.**
- **If you have multiple check requests, you will need a separate check request form for each one – do not combine on one form**
- All required signatures must be completed. The Campus life signature, Andre Lynch, must be the last to sign – No “virtual signatures” unless an email from the signer, authorizing the purchase is attached
- For check requests to anyone providing a service (DJ, Dance Instructor, Speaker) an **invoice or service agreement/contract from the person you are paying and a Form W-9 must be included**
- Checks are processed Thursdays- **Approved check** requests must be submitted to the Business Office by noon on Wednesday to be included in the Thursday check cycle.

CREDIT REQUESTS:

- Credit Requests do not flow through the Business Office
- These are for requests to purchase items, supplies, etc. via an approved Wells College credit card.
- These requests are to be submitted to the Campus Life authorized individual for approval and purchases are made with that individual’s college credit card. *
- Credit Card purchases are for on-line orders only.

*Note to Supervisors with College Cards:

All credit card purchases are subject to the Wells College Credit Card Expenditure Policy – If club purchases are made on a college card, the Student Club payment request form and appropriate credit card receipts for purchase must be attached to the Credit Card Expense Approval Form