

Disbursements/Purchase Orders/ Scholarships

1. Disbursement Request Process:
 - a. Determine how much an expense will cost
 - i. Quote, estimate online shopping cart, etc.
 - b. Fill out the Disbursement Request form
 - i. The distribution request form attached here. Please only use this form and recycle all old forms.
 - ii. Include first and last name and full address on this form. This information is used to process/print the check, please double-check for accuracy.
 - c. Submit to me for approval
 - d. Notes:
 - i. **Do not** make a purchase prior to having an approved disbursement request on file. All receipts/invoices/order confirmations **must be dated after** the approval date of the disbursement request.
 - ii. *If you would like me to send a copy of the invoice with the check, **you must include a 2nd copy** of the invoice and make a note on the request or invoice.*
 - iii. I will advise you via email when your request has been approved and you are able to make your orders/purchases.
 - iv. Allow 5-7 business days for your checks to be mailed out. You can reach out to me anytime for an update.
 - v. Checks cannot be written to students. If monies are due to a student, the check will be addressed to their parent.
2. Purchase Orders (PO):
 - a. Please only use the attached Purchase Order form.
 - b. Approval Process
 - i. Fill out Purchase Order form **PRIOR** to making any purchases
 - ii. Club Advisor/Coach will be advised that they are approved to make their purchase and receive their PO number. Please expect a 2-3 day turn-around time for the above process.
 - iii. PO will be closed by or before date listed on PO form. No receipts will be accepted after the listed PO close date.
3. Receipt/Invoice Guidelines
 - a. All receipts/invoices/order confirmations **must be dated after** the approval date of the request.
 - b. An **original, legible receipt** is required for payment to be made. This can be the original itemized receipt received at a store or restaurant OR an itemized order confirmation *and* a packing slip for online orders. Copies are not acceptable forms of receipt.
4. Expenses for meals
 - c. Must be approved prior to event/meal in order to qualify for reimbursement.
 - d. List of attendees and **original, itemized receipt** are required.
 - e. Alcohol is not reimbursed and should not be on the receipt.
 - f. Tips are reimbursable as follows:
 - i. Groups of 5 or less: 15% of total bill
 - ii. Groups of 6 or more: 18% of total bill
5. Issuing scholarships:
 - a. Club advisor would submit a Scholarship Disbursement Request for the each scholarship to be paid.
 - b. A Scholarship Disbursement Form will be used to pay out each scholarship. It should be treated as a regular disbursement request would.
 - c. Scholarships are paid directly from the Scholarship account, not exceeding the amount transferred by the club.
 - d. Scholarships are paid directly to the college/university of the student's choice. Checks will not be made directly to a student.