

The following items are required to process Payment Requests:

1. Full name and Address of Payee
2. Mailing instructions (i.e. type of delivery, attachments)
3. Business purpose for the expenditure
4. Accounting distribution (index/account) and amount to be charged to each distribution
5. Total check amount
6. Appropriate Approval signature
7. Original detailed receipts, for reimbursements (must be less than 90 days old). Receipt must include detail of items being purchased or paid for.

If original receipt is not provided with request, then a written explanation as to why a copy is being used must be provided.

If no receipt is available and amount is for less than \$25, payee must indicate receipt not available.

If no receipt is available and amount is for \$25 or more, Payee must complete Missing Receipt Form and attach to the Payment Request Form.

If receipts do not have vendor's name or item description, the requestor must write the vendor's name and description on the receipt.

If a meal receipt is for more than one individual, names of all guests (and their affiliation with the College) and business purpose of expense must be provided with the receipt.

Be sure correct amount from receipt is submitted for reimbursement.

Charge slips that do not include item description are not to be submitted alone; a detailed list of charge is needed.

Include for reimbursement only items on the receipt that are for College business. Line through any personal amounts and deduct from the total of receipt.

If documentation must be mailed with the check, provide an original of the documentation, as well as a copy for the Accounts Payable Office records.

If a payment is being made to a non-US citizen see [Payment to Nonresident Aliens](#). Nonresident aliens are subject to 30% withholding and tax reporting for **all non-travel** amounts paid. Payment to a Non US Citizen must be paid following the guidelines for payments to a Non resident Alien.

After the Payment Request Form has been approved by the appropriate Senior Staff member, director, and/or department head, submit the completed form and receipts to the Accounts Payable Office, located in Prothro Hall 3rd floor.

If paying a new vendor or individual for the first time, a completed form W-9, or completed SBC Vendor registration form must be submitted with the Payment Request form. The completed registration form provides the payment information and tax reporting information that is maintained in the college's accounting system.

Do not submit a Payment Request form for payment of personal services of any current SBC employee including student employees. Contact Human Services regarding payments related to personal services or additional pay.

Contact your department head to determine who should approve your payment request.