



Agency e-Payment Order

1 Organization:

2 Vendor Name:

Vendor Address:

3 City, State, Zip:

CCRI Contact Name:

4 CCRI Contact Number:

5 Purpose:

6 W9 Attached
 On File

7 Honorarium Yes
 No

8 Date:

9 Banner Vendor #:

10 Payment Disbursement: By Mail
 Hold in AP

Quantity	Description of Items	Price Per	Total Price
11	12	13	14
Total:			

15

Banner Distribution:						Accounts Payable Use Only:	
FUND	ORG	ACCT	PROG	LOCN	AMOUNT	Voucher ID#:	
Total:						Voucher Date:	

By entering my name below, I acknowledge that I am electronically signing this document. Further, I hereby authorize payment:

16

1. <input type="text"/>	2. <input type="text"/>	3. <input type="text"/>	4. <input type="text"/>
Student Rep/Other Agent	Advisor/Authorized Agent	Dean/Director Approval	Special Authorization



Agency e-Payment Order Form Instructions

Agency e-Payment orders are payment forms used by individuals and groups utilizing Agency Funds (allocated Student activity fees and fundraising funds) to pay for purchased goods or services. All purchases need to be processed in accordance with the policies and procedures as set forth in the CCRI Agency Financial Procedures Manual.

If you have additional questions, please contact the **Dean of Students** or **Director of Athletics**.

Agency e-Payment Order forms must include:

1. Organization name
2. Vendor name
3. Vendor payment remittance address
4. CCRI contact name and phone number
5. The purpose for the agency payment (including dates, time, and names of event)
 - a. The complete business purpose must be explained under "Purpose" (e.g., DJ for All Club's Day) with dates and times. Generic explanations (e.g., flowers, refreshments or decorations) cannot be accepted.
6. W9-
 - a. Every vendor must have a W9 on file. If the vendor is not on the Banner system, the department must obtain a completed W-9 form from the vendor to submit with the Agency e-Payment Order or if a business/company, vendor must complete the Vendor Registration.
7. Honorarium-
 - a. All honorarium payments made to CCRI faculty or staff need to go through Human Resources and an internal Banner workflow will be set up *prior* to confirming the services of the person(s). Pre-approval by Student Life or Athletics is **mandatory**. Staff members that are currently on the part-time payroll, 19 hours per week, are not eligible to receive honorariums.
8. Date the payment order is created
9. Banner vendor ID number
10. Payment Disbursement
11. Quantity
12. Description of items
13. Price per unit
14. Total price per item (will formulate as you enter items). Total amount should agree to invoice total. (will formulate as you enter items)
15. Complete Banner FOAPAL string and amount to be charged to each individual FOAPAL string. Total must agree to invoice total.
16. Two Authorized signatories must sign payment request approving the processing and payment to vendor. The Dean of Student, Dean of Student Life, or Director of Athletics must sign field #3.

Attach original invoice to Agency e-Payment Order form along with quotes and memo, if applicable, and send to Accounts Payable for processing.



Please note:

Expenditures over \$5000 must be countersigned by the Dean of Students in the special Authorization box in order for payment to be processed to the vendor.

All payment orders must have the appropriate original supporting documentation attached. Expenditures should be submitted within one week but no later than thirty days of purchase in order to receive approval. Any expenditure submitted after 30 days must have documentation of why it was submitted late and then approved by Associate Dean of Student Life or the Director of Athletics, prior to submitting to the Controller's Office.

CCRI is considered tax exempt and no sales tax will be paid by the college, copies of tax-exempt forms are available at your respective Student Life. Failure to utilize the tax-exempt form will result in the purchaser paying the sales tax personally. Expenses must be properly authorized and documented per college procedures in order to be processed. Under no circumstances should the tax-exempt form be used for personal purchases.



Allowable Expenses

Allowable expenses must support the student groups authorized activities. Allowable expenses will be paid/reimbursed by the college if they do not exceed the group's approved budget. All Student Group or Athletic Team expenses must be pre-approved by the Dean of Students or the Director of Athletics. The Student Life Program Coordinators or Team Administrators will help facilitate the purchase process.

Some common examples of allowable expenses are:

- The cost of tickets for musical, theater or cultural events related to the student group's purpose and/or mission.
- All groups are required to submit a listing of all attendees along with their CCRI ID number.
- Costs associated with bringing an approved outside speaker or performer to campus
- Costs for costumes, dry cleaning and other costume/clothing costs
- Some travel expenses for student group field trips (See Travel section for more details.)
- Donations to outside charitable (non-profit) groups if using documented fundraised money only.
- Advertisements and marketing materials
- Newsletters, agendas, calendars and other pre-approved supplies
- Student giveaways, such as T-shirts or goodie bags for special campus events
- Food and beverages for group events.

In any case, where there is a question about whether expenses are allowable or not, speak with a Student Life Program Coordinator or Athletics Team Administrator for clarification. If necessary, the Controller will make the final determination on whether an expense is in accordance with federal, state and CCRI regulations.



Non-Allowable Expenses

- Any purchase not pre-approved by Student Life or Athletics
- Gift cards and/or gift certificates
- Alcoholic beverages
- Any state sales tax
- Reimbursement for events that take place in private residences (except with prior written approval from the appropriate Associate Dean of Student Life or Director of Athletics)
- Charges for goods or services that are available from the college without charge (e.g., rooms or other facilities, maintenance services, office equipment and IT services)
- Computer hardware, computer accessories or software not pre-approved by IT in writing
- Wages, honoraria, donations or celebrations to/for CCRI faculty or staff for the performance of their duties or released time.
- Wages, honoraria, donations to/for CCRI students. Unless the student is providing a service that would otherwise be performed by hiring outside staff.
- Scholarships of any kind are not allowed. Any student group wishing to give a scholarship must utilize the CCRI Foundation.
- Private transportation costs, such as gas money or parking fees. Public transportation is appropriate if more economical and readily available.
- Lodging, per diem meals or transportation for invited speakers/performers who live in the greater Providence area¹
- Movies to be shown at events unless the student group can present a waiver of rights by the rights-holding organization or unless the student group is purchasing the rights to show a picture from the appropriate organization.
- Nonspecific miscellaneous expenses, emergency cash or petty cash requests.
- Food/beverages for regular group meeting

¹ Refer to the CCRI Controller's Office for the most up-to-date state definition of 'Greater Providence'