To be completed in Financial Services office.

Vendor______________________ Year________ Log # _________
Division ______________________ Designation_______________ Payment /Date _______________

Financial Services Check List - *Event Planning $500 and above*

This form MUST accompany your paperwork throughout approval and payment process.

Important: Please submit this form at least 30 days in advance of an event.
Using college funds to pay for staff events requires "pre-approval"
from the division dean/director, appropriate division VP, TOLI and the
VP of Business Services.
If Subway is the chosen vendor, please use current Subway order form.

Step One: **Proposal/Justification – please complete and submit to Financial Services – T140 along with supporting documents listed in Step Two.**

Name of Originator: **(please print)**_______________________________________ **phone ext.**________

☐ **Check box if student function.**
☐ **Check box if staff development.**
Name of Event: _______________________________________ ☐ **Check box if official function.**

Date of Service: ___________________________**Expected cost:** ___________________________

Originator's expectations from vendor: ____

____

____ ☐ **Retail/Wholesale Purchase**
☐ **Catering/Refreshments**
☐ **Dining Off-campus**
____**OR** ☐ **Other**

Division GL # to be used: ___________________________________

When using SECC Funds, you will need to transfer funds from your division to 11 08 107019 (staff development) or 11 08 107020 (official functions). Please attach email from RLC Budget Transfers that your request has been completed.

The following signature authorization must be obtained before submitting to Financial Services:

Signed & dated by originator______ ___________________________________date ___________

Signed & dated by division dean/director ________________________________date___________

Signed/dated by TOLI/budget manager ___________________________________date ___________

Signed & dated by appropriate VP _____________________________________date___________

VP of Business Services ____ date ___________
Or
Associate VP, Business Services _____________________________________ date ____________

Step Two: Continued on Page Two

STEP TWO: : <u>Attach the following back-up documents to this form for review and pre-approval by the VP or Associate VP, Business Services:</u>

Rating Sheets: Events that are expected to cost $499 and above require three bids from three different vendors. Rating sheets must be completed for each vendor interviewed, and a justification must be given for the choice of vendor. Rating sheets may be faxed copies. *A sample rating sheet is available on the Business Services Web Page under "Forms."*

Chosen vendor: ____

Reason for choosing vendor: ____

____

____

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Attach the following to this form for pre approval:

- ☐ **Vendor quotes and separate rating sheet for each.**
- ☐ **Program agenda or flyer**
- ☐ **List of participants**
- ☐ **ACBL printout of available division funds**
- ☐ **RLC Budget Transfer Request, as appropriate**
- ☐ **Vendor screen printout** for selected business or individual vendor **already** set up in Colleague **<u>or</u> W-9** for a selected individual or business vendor **not** set up in Colleague. *If you need assistance with this please contact accounts payable at ext. 6156 or 6276.*
- ☐ **HEALTH Department Operating Permit - *COPY ONLY -*** *from the city where vendor does business. Please contact Terry at ext. 3880 to verify if your chosen vendor already has a permit on file in Business Services. If not, you are asked to obtain this from the vendor.*
  <u>IMPORTANT:</u> *<u>vendor is not allowed to cater on campus without a copy of their permit in our files.</u>*

Return this form with all attachments to Financial Services in T140 for review and approval. You will be notified by email or phone when to proceed with plans for your event.

Important: Keep Copies for Your Records!

STEP THREE: **<u>Payment process</u>** – Once the event is approved, scheduled, and catering order is completed, there is one last step needed to pay the vendor. It is necessary to have a final invoice from the vendor showing total amount due. Attach this final invoice to a completed NPO Check Request and bring or send to Terry Lefler in A249, or call ext. 3880 with any questions.

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