Withdrawing Funds

Proof of Purchase
- Proof of purchase is required for all reimbursements.
- The name on the receipts must be the name of the person being reimbursed.
- **Acceptable documentation:**
  - Original paper receipts
  - Invoices with the balance at $0
  - Receipts showing last four digits of a credit card
  - Itemized receipts or invoices that show what is being purchased
- **Unacceptable documentation:**
  - Credit card statements alone
  - Copies of receipts
  - Hand-written receipts
  - Email chains with contractor
  - No documentation at all
- **Supplementary documentation:**
  - If your receipt does not meet these criteria, attach:
    - A screenshot of the transaction line from your online banking showing a **credit/debit withdraw**
    - A screenshot of the transaction line from your online banking showing the amount of **cash withdrawn**
    - A copy of the **cashed check** from your online banking (not a picture of the check)
    - A **memo** briefly explaining the situation

Making a Donation
- Since you will not have an invoice, **write a memo** explaining the situation.
- Include your group name, who you are donating to, what event the funds came from, and sign your name.
- Still fill out a **Disbursement form** and attach the W9.

Don’t forget…
- Always include:
  - Group name
  - Date of expenses
  - Which event/budget it’s for
  - Social security and address
- For all transactions involving:
  - **Food**: Must attach an attendance list or roster.
  - **Travel**: Must include maps listing trip information.
  - **Lodging**: Must include rooming list.

Gift Cards
- Additional documentation is needed when being reimbursed for a gift card.
- There must be a W9 with the information of the person who **received** the card, **not** the person who paid for it.
- There must be an accompanying W9 for every gift card.
- You **cannot** buy gift cards using the P-Card.
**Basics**

- There are four ways to get money out of your account, with the best way often depending on what you are doing.
- **SORC does not:**
  - Have the ability to give cash withdraws
  - Have a checkbook to write checks on demand
  - Actually issue payments (this is done by the University Payment Processing Office)
- The three most common ways of withdrawing funds are through Reimbursements, Disbursements, and the P-Card/Travel Card.
- Clubs can also complete an **Interdepartmental Transfer** if working with another Pitt office.

**Disbursement**

- Use when requesting to issue a vendor check to a business or individual that is providing a service for your organization if they **have not been paid yet**.
- Must include contact information (official name, address, and Taxpayer ID).
- Must include all invoices, contracts, and attendance lists.
- Process usually takes 4 weeks for payment to be issued.
- Follow instructions on **yellow** information sheet to fill out the **Disbursement form**.

**P-Card or Travel Card Purchase**

- Use when able to make a purchase **online or over the phone**.
- The P-Card **CANNOT** be used to purchase food or ground transportation.
- The Travel Card can only be used for airfare, registration, hotels, and bus tickets.
- Must fill out **purple** P-Card form/ green Travel Card form and attach all receipts and confirmation pages.
- Packages can be shipped to the SORC office- put group name in address.
- The SORC has an Amazon Prime account for group use.
- SORC Staff **MUST** enter the P-Card information at check-out.
- There are specific P-Card **Office Hours**- purchases can only be made during these times in the SORC Office.
- There is a P-Card **Online Order Form** that can be used for non-travel or non-customized purchases.

**Reimbursement**

- Use when requesting reimbursement for any expenses that have **already been paid out-of-pocket**.
- Must include contact information of the student who made the purchase (name, address, Social Security).
- Must include **proof of purchase**.
- Forms must be turned in within **2 months** of the purchase date.
- Process usually takes 2-3 weeks for payment to be issued.
- Student employees must make SORC Staff a delegate on Concur to receive reimbursement via direct deposit.
- Non-Employees must fill out and sign a W9 to receive reimbursement via a paper check.
- Follow instructions on **pink** information sheet to fill out the **SORC Reimbursement form**.