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    - A screenshot of the transaction line from your online banking showing the amount of **cash withdrawn**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 the **Online Disbursement Form** and submit the W9 in person to SORC.

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.
# Withdrawing Funds

## 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 withdrawals
  - 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 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.
- It takes 4 weeks for payment to be issued.
- Locate the [Online Disbursement Form](https://sorc.pitt.edu) on sorc.pitt.edu > Forms & Policies. Submit supporting documents to pittsorc@gmail.com
- W9 Form for new vendors must be submitted in person to SORC

## 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.

## 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, email, phone number)
- Must include proof of purchase.
- Forms must be turned in within 30 days of the purchase date. (Exception: Travel Grants)
- Process usually takes 3-4 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, which needs to be submitted in person to SORC
- Locate the [Online Reimbursement Form](https://sorc.pitt.edu) on sorc.pitt.edu > Forms & Policies. Submit receipts to pittsorc@gmail.com