

SORC Quick Pick

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 - A screenshot of the transaction line from your online banking showing the amount of **cash withdrawn**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.

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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** 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** on sorc.pitt.edu > Forms & Policies. Submit receipts to pittsorc@gmail.com