Non Tax Levy Guidelines

Before You Begin:

Please be sure that there are sufficient funds in your budget to cover the request. Email FBSC@brooklyn.cuny.edu if you are unsure of your account balance. Requests with the required information will be processed within 5-7 business days. If a check should be held for pick up, please indicate pick up on the payment request along with an extension that you can be reached at when the check is ready, otherwise the check will be mailed. Please refer to the appropriate procedures and submit the required forms to 1146 Boylan Hall.

To obtain a copy of any Non Tax forms, please click the link below:

http://www.brooklyn.cuny.edu/web/about/offices/budget/non-tax-levy/forms.php

Contents:

Payment to Vendors Page 2

Personal Reimbursements Page 3

Outside Services & Honorariums Page 4

Independent Contractor Page 4

Non Tax Purchase Requisition Orders (Blue Orders) Page 5

Advances Page 6-7

- Prior to Departure
- Upon Arrival

Voids and/or Reissues Page 8

Payment to Vendors

Complete the BC Non Tax Levy Payment Request form. Please include account name, account number, refer questions to, contact number, vendor name and vendor address. If checks should be picked up, please indicate it on the payment request otherwise the check will be mailed out. Fill out the invoice number, invoice date, description of payment and amount we are paying. Please list each invoices individually. *(If paying more than 5 invoices under one payment request please reference this in the description, indicate the total amount of the invoices and attach a memo listing each individual invoice number and amount)*

Please include the following:

- **Invoice**
  Include the original invoice from the vendor. For faxed invoices, please indicate the invoice was faxed. If submitting payments to register for a conference or seminar, a completed application for the event with the total registration amount will be accepted in place of an invoice. Please include all available documentation outlining the event. We do not process payments against a statement. An original invoice must be submitted.

- **W-9 Form**

  Inclusion of a W-9 form for new vendors will accelerate the time it takes to process your payment request. If you are unsure whether or not you should obtain a W-9 form for a vendor, please contact FBSC. The vendor name on the W-9 form must be the same name that the check is made payable to.

- **Additional Information**
  Any additional information that further explains the expenses should be included. If the reason for the purchase is not self-evident please include a note indicating its purpose.

- **Signatures**
  The payment request form must be signed by the authorized signer(s) for the account.

Please note:

Brooklyn College is not responsible for late payments to vendors. Processing requires 5-7 business day given all documentation submitted is accurate and we have a recent W-9 for the vendor on file. This processing period does not include the time it takes to mail out the check. Please plan accordingly and submit invoices that have a due date at least 5-7 business days before the check needs to be mailed out.

Gift Cards are not allowable.

Personal Reimbursement

Complete a BC Non Tax Levy Payment Request form. Please indicate your account name, account number, payees name, home address, description of the expense and amount.

Please include the following:

- **Proof of Payment**
  Include all original receipts.
  - **If the payment was made by cash;** proof of payment will be an original receipt showing that the bill was paid in full. If the receipt is for a restaurant, you must include the itemized receipt. If the receipt is for a restaurant, you must include the itemized receipt. If the payment was made with foreign currency while abroad, be sure to include an exchange ticket for the transaction. If an exchange ticket is unavailable the conversion rates will be based on the average rate during the time spent abroad. (For conversion rate, you can go to www.oanda.com/currency/converter)
  - **If the payment was made by credit card;** proof of payment will be the original receipt showing it was charged. If it was an online payment, an online confirmation for the transaction can be submitted such as the credit card statement. Be sure your credit card statement shows your name and address. Please obscure all but the last four digits of the credit card number. Any other unrelated information that you do not wish to disclose may be obscured as well.
  - **If the payment was made by check;** proof of payment will be a copy of the cancelled check (front & back).

- **Supporting Documents**
  Attach any supporting documentations such as flyers, invitations, programs, brochures and/or itineraries. If no documentation is available, a memo must accompany the reimbursement.

- **Signatures**
  The payment request form must be signed by the authorized signer(s) for the account. If the reimbursement is payable to the signer, the payment request needs to be signed by his or her supervisor or department head. If payee is the supervisor/department head, the request must be sign by the person they report to.

Please note:

It's not allowed to pay any individual/vendors out-of-pocket for services rendered.

Alcohol beverages are not reimbursable. If you have any questions, please contact the Office of Fiscal & Business Services Center or email at fbsc@brooklyn.cuny.edu

Outside Services and Honorariums

Complete a BC Non Tax Levy Payment Request form. Indicate the account name, account number, payee name, payee home address, brief description of the expense and amount.

Please note: Honorariums will only be paid to individuals that are not active in CUNY/SUNY/STATE or Non Tax Entities payroll for at least two years.

Please include the following:

- **Invoice (Outside Services)**
  Payment requests for outside services must include the original invoice. The invoice should indicate the payee's name and address, a description of the services performed and the total amount to be paid. *Please do not include an hourly or daily rate on the invoice.*

- **Letter of Justification/Award Information (Honorariums)**
  Payment requests for honorarium must include a letter explaining why the honorarium is being given and the amount that is being awarded. The letter must be on an official departmental letterhead and must be signed by an authorized signer for the account.

- **Signatures**

  All payment request forms must be signed by the authorized signer(s) for the account.

- **W-9 Form**
  Submit a W-9 form for payee. Payee needs to include their name, address and social security number. The name on the W-9 form should be the name that the check is payable to.

Independent Contractor:

For payments to an Independent Contractor, please contact the Office of Purchasing or Office of Fiscal & Business Services Center for more information on paying an individual or a vendor via a contract ***prior*** *to the services being rendered.*

Please note: ***We cannot make a payment to an individual that does not have a social security number or Individual Tax Identification Number (ITIN).***

Non Tax Purchase Requisition Orders (Blue Orders)

Placing an Order

Please submit the following to the Office of Fiscal & Business Services Center in 1146 Boylan Hall:

- **Non Tax Purchase Requisition**
  Fill out and submit a Non Tax purchase requisition form. Requisition forms can be found at:

  http://www.brooklyn.cuny.edu/web/about/offices/budget/non-tax-levy/forms.php

  Under Non Tax Levy, click on Non Tax Purchase Requisition to obtain the form

- **Quote**
  Attach a valid quote to the Non Tax Purchase Requisition form and submit to 1146 Boylan Hall for processing.

Once the goods have been received

The Office of Fiscal & Business Services Center will email you the invoice and you will need to submit the following:

- **BC Non Tax Payment Request**
  Fill out a BC Non Tax payment request form indicating the same account that was specified on the Non Tax Purchase Requisition form.

- **Invoice**
  Attach the original invoice. If you have multiple invoices for the same vendor under the same PO, please submit under one payment request. *Please highlight the PO number on the invoice to alert FBSC that this is a purchase order.*

Any orders for equipment must be processed as a Purchase Order and the Office of Internal Audit must be notified in order for the equipment to be tag.

ADVANCES (PRIOR TO DEPARTURE)

Advances will only be given to Brooklyn College staff and faculty. Complete the BC Non Tax Payment Request form. Please include account name, account number, refer questions to, contact number, payee's name, home address, description of the expense and amount. (Please indicate "Advance" as part of the description).

Please include the following:

- **Budget**
  A budget for the advance should be submitted and will be reviewed before an advance will be given. Submit a signed payment request and budget and allow five (5) days for processing.

- **Signatures**

  The payment request should be signed by the recipient supervisor.

- **Documentation**
  Submit the following documentations with the payment request:
    - Flyer for purpose of travel
    - List of attendees if applicable
    - Itinerary for each attendees if applicable

Advances (Upon Return)

- **Proof of Payment**
  In order to close an advance, proof of payment for the expenses must be submitted for review within 15 days upon date of return. Below is a list of all documentations that must be submitted:

    - Flyer for purpose of travel
    - Original itemized receipts (hotels, dinner/food, excursions, bus/car rental, etc.)
    - Excel spreadsheet listing all receipts with categories. If traveling overseas, please show conversion rates. Attach the conversion rates obtained from the currency exchange place.
    - List of attendees attending if applicable

  Attach all original receipts. All receipts must show that the bill was paid for in full and specify the method of payment. They must include the name and address of the vendor, the total amount paid, and a list of the items purchased. In addition to the receipts, attach the original boarding pass.

  Totals much add up to the advance amount given. If receipts totals less than the amount of the advance given, a check must be given to the Office of Fiscal & Business Services Center FBSC for the difference. Check should be made payable to Brooklyn College Member Organization.

- **Foreign Currency**
  Expenses that were paid for with foreign currency will be converted to US dollars based on the average conversion rates for the time period spent in each country. If you have proof that a different conversion rate was used, this should be included with the proof of payment.

Please note: All documentations should be submitted to the Office of FBSC within 15 days from the date of return for review and to close the advance in a timely manner.

VOIDS AND/OR RESISSUE

If a mistake was made on the payment request or if a check was lost or not cashed, an authorized signer should notify FBSC. Either a memo or email from the signer is required to process the void and/or reissue.

Please submit the following:

- **Memo/Email**
  Please include a brief explanation for the void/reissue. Please include your account name and number, the check amount and who the check is payable to. The memo should be signed by an authorized signer for the account.

- **Original Check**
  If the original check is available, please submit along with the memo or send to 1146 Boylan.