

# Non-Tax Levy Guidelines

## Payment Request Submission

### *Before you Begin*

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Requests with the required information will be processed within 2-5 business days. Provide a phone extension for notification of when the check is ready to be collected. Please refer to the appropriate procedures and submit the required forms to 1146 Boylan Hall.

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## Payment to Vendors

*Effective Date: September 2024*

Complete the Non-Tax Levy payment request form, indicating your account name and number. Include the name and address of the vendor. Add the vendor's remittance address, if different than the business address. Fill out the invoice information, including the invoice number, date and a brief description of the expenses. Submit a payment request form for each new invoice. Include the following:

- **Invoice**

Include the original invoice from the vendor. Emailed invoices must be accompanied by a note explaining why the original invoice is unavailable. If you submit a statement showing multiple invoices, you must also include the original invoices for each item on the statement. Include all invoices for the same vendor on one payment request. Each invoice should be signed by an authorized account signatory and indicate 'OK to Pay'. If the purpose of the check is 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.

- **W-9 Form**

Inclusion of a W-9 form for new vendors or vendors with a new address 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's name on the W-9 Form must be the same name that the check is 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 signatory (ies) for the account. Please contact FBSC if you are unsure of who the signatories are for the account.

Please note: Brooklyn College is not responsible for late payments to vendors. Processing requires 2-5 business days and does not include the time it takes to mail the check. Please plan accordingly and submit invoices that have a due date of at least five (5) days before the check needs to be mailed.

## Personal Reimbursement

*Effective date: September 2024*

Complete the Non-Tax Levy payment request form, indicating your account name and number. Include the name of the payee, amount and a brief description of the expenses. Please make sure you include the full home address of the payee. Include the following:

- **Proof of Payment**

All proof of payment should be signed by an authorized signer for the account and say 'Ok to Pay'. For requests containing more than five receipts, a signed email listing the amounts to be reimbursed is acceptable in lieu of signing every receipt.

- **If the payment was made in person**, proof of payment will be an original receipt showing the bill was paid in full and will specify the method of payment. It must include the name and address of the vendor, the total amount paid, and a list of the items purchased. If the payment was made with a credit card, please include a credit card statement to show proof of purchase. 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. ([www.oanda.com](http://www.oanda.com)).
- **If the payment was made online**, proof of payment will be your monthly credit card statement showing your name and address and the original receipt or online confirmation for the transaction. 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 via personal check**, proof of payment will be a copy of the cancelled check (front and back) and an original receipt. The check must show that it was cashed.

- **Description and Justification**

An email explaining why it was necessary to purchase the items with personal funds must accompany all requests for reimbursement. If the items were purchased for an event, include the date of the event and all available documentation outlining the event (flyers, invitations, programs, brochures and itineraries).

- **Signatures**

The payment request form must be signed by the authorized signer(s) for the account. If the reimbursement is payable to the signer, an additional signature is required. Either a supervisor or another authorized signer can provide the additional signature. Please write the supervisor's name adjacent to their signature. If payee is the supervisor/department head, we would need an additional signature from the person they report to.

## Outside Services

*Effective Date: September 2024*

Complete the Non-Tax payment request form, indicating your account name and number. Include the name and address of the payee, the invoice number, amount and a brief description of the expenses. 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. Please sign and write 'Ok to Pay' on invoice(s).

- **Signatures**

All payment request forms must be signed by the authorized signer(s). If the request is for an honorarium and is payable to the signer, an additional signature is required by the signer's supervisor. Please write the supervisor's name adjacent to their signature.

- **W-9 Form**

Submit a W-9 form for vendors and individuals who have changed their address or have not been paid through Non-Tax in the past. If you are unsure, please contact FBSC. The name on the W-9 form should be the same name that the check is made payable to.

## **Check Reissues and Corrections**

*Effective Date: September 2024*

If a mistake was made on the payment request, or, if a check was lost, an authorized signer should notify FBSC. An email is required by the signer to process the correction. Please submit the following:

### **VOIDS AND REISSUES**

- **Email**

Please send an email with 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 email should be sent by an authorized signer for the account.

- **Original Check**

Please attach the original check. If the check was already mailed or is missing, your account will be charged a \$30.00 stop payment fee.

### **CORRECTIONS AND TRANSFERS**

- **Email**

Please send an email stating what needs to be corrected. The email should be signed by an authorized signer for the account. If a payment was posted to the wrong account, we will book the required transfer.

## Standard Procurement (Blue Orders)

*Effective Date: September 2024*

We recommend using the standard procurement process for orders of \$2500.00 and over. Please submit the following:

- **Purchase Requisition**  
Fill out and submit a purchase requisition. Requisitions can be found on CUNYBuy. Login at [www.cuny.edu](http://www.cuny.edu)
- **Quote (Pro Forma Invoice)**  
Obtain a quote for the item or service. Attach the quote to the purchase requisition and submit all the paperwork to Purchasing.

Once the goods have been received or the services have been performed, please submit the following:

- **Non-Tax Payment Request**  
Fill out a Non-Tax payment request form indicating the same amount that was specified on the purchase requisition.
- **Invoice**  
Attach the invoice from the vendor. Include all invoices for the same vendor on one payment request. Each invoice should be signed by an authorized account signer and indicate 'Ok to Pay'. Please also highlight the PO number on the invoice to alert FBSC this is a purchase order.
- **Packing Slip**  
A packing slip is not necessary. Once the goods have been received, create a receipt in CUNYBuy as soon as possible.