

Student Life Procedures

1. Purchase Orders/Blanket Orders - All commitments for obtaining goods & services, (merchandise, independent contractors, rentals, proposals, etc.) should be entered in Cosmo (Requisitions/EPR's). Obtain vendor's W9 & return to Accounts Payable – See Non-construction Procurements (BB0800) – Instructions on Writing Requisitions can be found on the e-matc website at <http://ematc/Finance/index.htm>.
2. Request for Payment
 - a. Supporting Documentation
 - b. Dues, Subscriptions, Cash Advance, emergency invoices
 - c. Receipts (original if possible), & W9's
3. Prior Approval for Travel (before Travel) – See Travel & Expense Reimbursement Policy (BB0901) – for all travel
 - a. Must complete a Prior Approval for travel before travel – must include # of students & names of all parties attending
 - b. Minutes receipts (original if possible),
 - c. Minutes must show who was at meeting and motions for approval
 - d. Documentation to support travel – Conference fees, hotel & transportation costs
 - e. Cash Advance (Request for Payment) w/ support documentation (meals & misc. expenses) – must indicate # of students attending & names of all parties attending
4. Travel Expense Reimbursement Request - (after Travel) – returned within 30 days of travel
 - a. Must include a copy of Prior Approval
 - b. Must have receipts for all expenses (i.e., hotel, airfare, taxi, shuttle, etc.)
5. Local Expense Reimbursement Request – IN-DISTRICT – (mileage, meals, parking) – returned within 30 days of travel
6. Travel – mileage is reimbursed/per mile (see guidelines available from Business Office or Office of Student Life (subject to change w/ IRS rates)
 - a. Prior approval for all travel
 - b. Supporting documentation for travel
 - c. Auto insurance on file
7. Approvals/Signatures – Club Pres/Treasurer/Advisor, Director of Student Life, VP of Student Services and for Out of State – MATC President
8. Meals – In State (\$10, \$10, \$25)
9. Meal – Out of State (\$13, \$13, \$30)
10. Hotel costs have maximum dollar amounts (see Travel & Expense Reimbursement Policy).

11. Independent Contractor & W9's

- a. Requisition needs to be entered in COSMO – See Requisition Writing on ematc website
- b. Cannot be an employee – rare cases to use Activity Facilitator form

12. Tax Exempt Status – Identify MATC as tax exempt to all vendors, contractors, hotels, etc. to eliminate any state sales tax.