

Disbursement Voucher

A Disbursement Voucher is a form used to have a check made to pay an individual or an organization for merchandise sold or services rendered.

Types of Disbursement Vouchers

There are four (4) types of disbursement vouchers:

1. Voucher issued as a payment
2. Voucher issued as a partial payment
3. Voucher issued as a reimbursement
4. Voucher issued as an advance

Payment Vouchers are those processed when there is an invoice or contract on file. In this case, a check is prepared to pay for the goods or services. The person in charge of the activity does not put any personal money up front to pay the recipient of the check.

Partial Payment Vouchers are those processed when there is an invoice or contract on file but your organization does not have the full amount of funds needed to pay the invoice in. In this case, a check is prepared to pay for part of the goods or services. The person in charge of the activity does not put any personal money up front to pay the recipient of the check.

Reimbursement Vouchers are those processed when the person in charge of the activity pays for goods or services out of their own pocket. This approach is not recommended. In this case, a check is prepared to reimburse the person. The reimbursement voucher needs to be accompanied by detailed paperwork including:

- ◆ A valid invoice or receipt
- ◆ Credit card transaction receipt with detailed invoice
- ◆ Basic receipt with *Incomplete Receipt Form*
- ◆ Copy of processed personal check or bank statement
- ◆ Copy of money order plus purchase receipt

Important: The payee will be reimbursed for the items purchased, but not for the taxes paid to purchase those goods. If the payee wants to avoid paying taxes, he/she must ask for a Tax Exempt Form in advance of purchasing the goods.

Advance Vouchers refer to those in which a check is issued in advance to the Club Advisor or person in charge of the activity to pay for goods or services. In this case, the check is issued to buy goods for an event (purchase) or pay costs for a trip (travel). These vouchers need to be accompanied by a *List of Projected Expenses*. After the activity, the person in charge needs to submit all the receipts and any remaining cash to the office. The receipts and the cash returned must equal the funds advanced to the individual.

Sections of the Disbursement Voucher

The sections of the Disbursement Voucher are as follows:

Section I – Expense Information

**HOSTOS COMMUNITY COLLEGE
DISBURSEMENT VOUCHER**

Number: _____ Date: ____/____/____

Payee: _____ Amount: _____

Club/Organization: _____ Budget Approved: ____/____/____

Budget Line (circle the appropriate line):

Children’s Center	Clubs & Orgs	College Assoc	Commencement	Leadership Dev
Media & Comm	Sports & Rec	Stud Act Prog	Stud Govt Assoc	Stud Health Serv

Purpose of Disbursement [be specific – include name of activity, date, item description, invoice #, etc.]:

Number

Number used by the Office of Student Activities to identify this voucher.

Date

Write the date in the format month/day/year.

Payee

Indicate the name of the person who or the name of the business that is supposed to receive the check.

Amount

State the amount that is being paid for the product or service. The amount written in this line must be the same amount stated on the bill/invoice.

Club/Organization

Write the club/organization’s full name.

Budget Approved at Association Meeting

Write the date in which the budget for your organization was approved by the Hostos Association. If you are not sure, consult with the Office of Student Activities.

Budget Line

Circle the budget line from which your budget comes from. In the case of most clubs/organizations, the funds come from the Clubs & Orgs line. In the case of SGA, the funds usually come from the Stud Govt Assoc line.

Purpose of Disbursement

Write as much information as possible about the reason why you are requesting to use these funds. If you have an invoice or order number, start with that information first. Include other information such as the name of the activity, date, purpose of expense and the type items that were purchased. Some examples for the Purpose of Disbursements are as follows:

For a Payment

- ◆ Payment for invoice # 4579 – Purchase of flags for Caribbean Festival 04/01/09
- ◆ Payment for musical performance during Caribbean Festival 04/01/09

For a Partial Payment

- ◆ Partial payment for invoice # 4579 – Purchase of flags for Caribbean Festival 04/01/09
- ◆ Partial payment for musical performance during Caribbean Festival 04/01/09

For a Reimbursement

- ◆ Reimbursement for purchase of flags for Caribbean Festival 04/01/09
- ◆ Reimbursement for purchase of food and refreshments for Caribbean Festival 04/01/09

For a Advance

- ◆ Advance for the purchase of supplies for Caribbean Festival 04/01/09
- ◆ Advance for the purchase of snacks and refreshments for Caribbean Festival 04/01/09

Section II – First Certification

We hereby certify that the above noted expenditure is a proper and necessary charge against the account shown and that the articles or services described have been received or performed as specified and that quantity and quality thereof have been verified.

	Signature	Date
Person Responsible for the Activity	_____	____/____/____
Faculty Advisor	_____	____/____/____
Member of Hostos Association	_____	____/____/____
Treasurer of Student Government	_____	____/____/____

This section indicates the individuals who have reviewed and approved this disbursement. The President of the club/organization signs the first line (Person responsible for the activity). The faculty advisor signs the second line. A member of the Hostos Association (usually the President of Student Government) signs the third line. The Treasurer of Student Government signs the fourth line. Since four (4) signatures are required before the form is completed, clubs/organizations are advised to allocate enough time—at least two (2) weeks—to process the Disbursement.

Section III – Second Certification

<i>----- For Student Activities use only -----</i>			
Based on the foregoing certifications and the documentation [receipts, contracts, bids, etc.] attached to this voucher, this expenditure is: Approved _____ Not Approved _____			
Director of Student Activities: _____		Date: ____/____/____	
Date check mailed: ____/____/____		Check picked up by: _____	
PDF _____	Check will be available on: _____		PC _____

<i>----- For accounting use only -----</i>			
Check _____	Date _____	Posted _____	Available on _____

Check received by: _____	Date: ____/____/____
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White – Business Office Yellow – Student Activities Pink – SGA

Once the first two sections are completed, the Director of Student Activities reviews the entire disbursement and notes whether he approves or disapproves the transaction. If the proper information, documentation and signatures are submitted, the disbursement is usually approved and submitted to the Business Office for processing. If there is any information missing, the voucher will be returned to the club/organization that presented it with a note indicating what needs to be completed.

Notes

Disbursement vouchers must be accompanied by an original bill/invoice/receipt from the vendor that indicates the items and their cost. The bill/invoice/receipt should be on business letterhead, with the name and telephone number of the manager (or the person responsible) clearly indicated.

Disbursement Vouchers cannot be submitted with mistakes or rewrites. The Business Office will exercise its discretion when deciding whether to accept vouchers that have mistakes.

A Disbursement Voucher may be accompanied by a Service Contract. A service contract is issued for performers, speakers, food vendors, Disc Jockeys, bands and other service providers. The contract must contain the name, full address, title, signature and federal identification number (in the case of a business) or social security number (in the case of a person) of the vendor named in the contractor. You must request a contract from the Office of Student Activities, C-371. Service Contracts are usually accompanied by a W-9 Form. This form is also available in the Office of Student Activities.