How to Submit Travel Advance Requests

Travel Advance Request

E- Payment

In the RF CUNY Website, Sing in

- 1.Go to forms
- 2. Click OTPS/Purchasing
- 3.Under accounts Payable find Travel Advance form (for e-payment)
- 4. Complete form and obtain necessary approval signature
- 5. Attach Copies of:

Original receipts for expenses, including airline, toll charges, car rental, meeting registration.

Copies of the conference brochure, seminar agenda, hotel bill, or other evidence of duration of the trip.

Copy of the Travel Advance request if payment was obtained.

6. Send complete form , with attachments to the RF OTPS Team

A check for the net amount due to the traveler will be issued after receipt of properly completed Travel Expense Voucher and Request for Payment and all required supporting documentation.

- 7. Keep a copy of entire submission for your records
- 8. For additional information refer to the instructions on the back of the from.

How to Submit Travel Expense and Request for Payment

Travel Expense and Request for Payment

E- Payment

In the RF CUNY Website, Sing in

- 1.Go to forms
- 2. Click OTPS/Purchasing
- 3.Under accounts Payable find Travel Expense form (for e-payment)
- 4. Complete form and obtain necessary approval signature
- 5. Attach Copies of:

Original receipts for expenses, including airline, toll charges, car rental, meeting registration.

Copies of the conference brochure, seminar agenda, hotel bill, or other evidence of duration of trip.

Copy of the Travel Advance request if payment was obtained.

6. Send complete form , with attachments to the RF OTPS Team

A check for the net amount due to the traveler will be issued after receipt of properly completed Travel Expense Voucher and Request for Payment and all required supporting documentation.

- 7. Keep a copy of entire submission for your records
- 8. For additional information refer to the instructions on the back of the from

How to Submit for purchases less than \$5000 OR more than \$5000

Purchase Requisition (more than \$ 5000)

Submitting t for Purchase Equipment and other supplies 1.Obtain both forms from Grants office

> Small Order Form (Purchase less than \$ 5000)

- 2. Complete form and obtain necessary approval signature
- Submit an equipment Screening Certificate (Found in the RF CUNY website) signed by an authorized college official.
- 4.Attach three written bids and /or justifications for vendor selection if total cost exceeds \$15,000/\$25,000.
- 5. If sole vendor (attach supporting documentation)
- 6. State or City contract number
- 7. If there are orders containing chemical substances a Material Safety Data Sheets will be requested from the vendor selected.
- 8. Send complete form , with attachments to the RF OTPS Team at PO@rfcuny.org
- 7. Keep a copy of entire submission for your records
- 8. For additional information refer to the OGRA office team at Hostos.
- Complete form and obtain necessary signature.
- 3. After having all the information of the vendor, return completed form to the vendor for processing.
- 4.If there are orders containing chemical substances a Material Safety Data Sheets will be requested from the vendor selected.
- 5. Keep a copy of submission for your records
- 6.For additional information refer to the OGRA office team at Hostos.