

Student Organization **Fund Voucher Form** CHECKLIST

Form must be turned in AT LEAST two (2) weeks BEFORE funds are needed!

X Required Items

- ALL necessary information is completed on the Fund Voucher Form.
- One (1) Advisor and one (1) Officer have signed the Fund Voucher Form.
- Signed Student Organization minutes authorizing specific use of funds is attached.
- Written price quotation is attached.
 - All price quotations **MUST** include: Date requested, Vendor name, Vendor mailing address, Contact person, Telephone number, Email address, Items requested, Cost of each item and Quantity needed.*
 - If the total amount is **\$500 or more**, three (3) different price quotations are **REQUIRED**.*
- An agenda AND participant listing is attached if Fund Voucher is to fund meal/field trip type costs. *Participant listing is to be provided BEFORE AND AFTER the event.*
- If Fund Voucher is for a reimbursement, original receipt is attached.
Fund Vouchers for reimbursements must be submitted within two (2) weeks of purchasing any item(s) or service(s) AND must include signed minutes showing that the reimbursement was PRE-APPROVED.
- If a check is to be held, CLEARLY print the person's name, cell phone number and email address on the Fund Voucher Form.
Only those individuals listed will be able to pick up checks and they must bring a valid photo ID.
- Any required contract for services/goods is attached.
The President or her designee of the College is the sole authorized signatory to sign Vendor Contracts or any other form of contracts.
- If a new vendor to GCC, a copy of the vendor's Business License is attached.

X Ordering a printed item such as a t-shirt, poster, bag, folder, banner, etc.?

- Printout or Proof of design is attached and has been approved by the Office of Communications & Promotions. (Call 735-5638 or email: gcc.pio@guamcc.edu)
- Printed items MUST display the Guam Community College logo and adhere to the GCC Logo Guidelines. GCC Logo Guidelines is located on MyGCC, under the Student Services tab.

X Using funds for travel expenses?

- Completed all documents required by the GCC Travel Policy.
- Signed Student Organization minutes approving trip expenses for EACH person is attached.
COPSA funds CANNOT be used for airline ticket purchases.

Fund Vouchers for travel MUST be submitted AT LEAST 6-8 weeks PRIOR to the date of travel.

Receipts for every Fund Voucher purchase MUST be turned in within ONE WEEK after the event/purchase in order for the Business Office to close the file!

If receipts are not turned in, future Fund Vouchers will NOT be processed!

All applicable items **MUST** be completed **BEFORE** turning in the Fund Voucher form to the Center for Student Involvement.
Contact the Center for Student Involvement at 735-5518/9, should you need more information.



Student Organization **Fund Voucher FORM**

Account No.: _____

Date: _____

Student Organization: _____

Item Description	Quantity	Price	Amount
TOTAL DUE			

Justification: _____

Make check payable to: _____ Tel No.: _____

(Please type or PRINT clearly)

Mailing Address: _____
P.O. Box / Street Address City State Zip Code

**** Signed Student Organization minutes authorizing this disbursement, quotations, invoices, receipts, and any other necessary documents MUST be attached to this Form! ****

Special Instructions for the Business Office (735-5552, Bldg. 2000, Room 2107)

<input type="checkbox"/> MAIL TO: Name: _____ Mailing Address: _____ _____ _____	OR	<input type="checkbox"/> HOLD FOR: Name: _____ Tel No: _____ Email Address: _____
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Authorizing Signatures

Student Organization OFFICER <i>(PRINT name & sign)</i>	Date	GERALD A. B. CRUZ, Program Specialist Center for Student Involvement	Date
Student Organization ADVISOR <i>(PRINT name & sign)</i>	Date	MICHAEL L. CHAN, Ed.D., Dean School of Technology and Student Services	Date

COMMENTS: _____

Check Number: _____
 Verified by: _____
Business Office
 Date: _____