

Student Organization Fund Voucher Form CHECK-LIST

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

X Required Items

- ALL necessary information is completed on the form.
- One Advisor and one Officer have signed the form.
- Signed Student Organization minutes authorizing specific use of funds are attached.
- Written quotation is attached.
 - * The complete mailing address and telephone number of the vendor are on the quotation. **
 - ** Quotes are REQUIRED from three different vendors if the total is \$500.00 or more. ***
- A listing of names of all participants 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 receipts are attached.
 - Fund Vouchers for reimbursements must be submitted within two (2) weeks of purchasing any item(s) or service(s) AND must include minutes showing that the reimbursement was PRE-APPROVED.*
- If a check is to be held: a contact person's name, cell phone number & email address are to be CLEARLY printed on the form.
 - Only those people listed will be able to pick up checks and they must bring a valid photo ID.*
- Any contract that is required for services/goods can ONLY be signed by the GCC President and is attached.
- A valid Business License must be submitted if GCC does not have a vendor on their official listing.

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

- Printout or sketch of design is attached and has been approved by the Communications & Promotions Assistant Director. (Call 735-5638 or email: jayne.flores@guamcc.edu)
- Printed items MUST display the Guam Community College logo.

X Using funds for travel expenses?

- Completed all documents required by the GCC Travel Policy in addition to the student organization minutes approving trip expenses for EACH person traveling.

*****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.

Call the Center for Student Involvement at 735-5518/9, should you need more information.

