STUDENT FINANCE BOARD VOUCHER FACTS:

- You will almost always be checking off the SAF Voucher box – Cash advances are rarely necessary
  - Before submitting a cash advance, you should speak with the SFB Executive Director or your organization’s SFB Liaison to make sure that it is an acceptable reason or if there is a better solution

- All vouchers for any special apps should be turned in no later than two weeks after the date of an event!
- Vouchers must be in the amount of at least $5 to be cut as a check
- We can cut checks directly to companies, which eliminates the need for your organization’s members to use personal money and the need for cash advances. Here’s how:
  - Fill out the organization info, budget lines, etc. exactly the same as you normally would
  - Put the name of the company or individual as the payee (or whatever name the company needs written for banking purposes)
  - Check “no” for reimbursement and get the Tax-ID number
    - The Tax ID number can be found on the W-9 Form, which you should also have (SFB does have some of these on file if we have cut them a check in the past, and we can get them from companies if you are not able to) **W-9 forms are on the IRS website and in the SFB Office**
    - An individual’s “Tax ID” is their **Social Security Number**, which is also on an individual’s W-9. You should most likely be the ones getting individual’s W-9s unless we already have them on file
  - If the person or company who you are filling out the voucher for is providing a service, then you will also need a **standard TCNJ contract that is completely filled out e.g. bands, speakers, comedians, etc. (available in the SFB office)**
  - You will also need an invoice showing the amount that you owe as documentation
    - A quote, or estimate, is not the same thing as an invoice, and falls under the category of a cash advance rather than just cutting a check to a company – Invoices are preferred when possible

- For in-store purchases or anything else that your organization chooses to pay for upfront, we can reimburse you. Here’s how:
  - If you have an in-store receipt, that is **always** sufficient documentation no matter how you chose to pay, but it must be the original itemized copy
  - If you pay for something online, you will need to go through a few extra steps:
    - Print a zero-balance invoice (an online receipt) that proves you paid
    - If you paid with a **debit card**, you need a copy of your debit card balance showing the completed payment you are asking to be reimbursed for (pending payments are not sufficient)
    - If you paid with a **credit card**, you need a copy of your credit card statement showing the charge AS WELL AS a copy of you paying off your credit card statement in at least the amount that you are asking for reimbursement for **(if you cannot pay your credit card off in at least the amount needed for reimbursement, then do not use your credit card for anything that will require reimbursement)**
  - Keep in mind: the treasurer signature and the payee on a voucher cannot be the same person. If the treasurer needs to be reimbursed for something, the president should sign the voucher in their place and make a note of it. The same goes if the advisor needs to be reimbursed, except then the chair of the department must sign in place of the advisor.

- The money in your fundraising adheres to all of the same rules
- We do not reimburse for in-state tax out of the SAF because TCNJ is exempt – HOWEVER, you need to pick up a tax exempt form from our office and use it when you are paying in order to be reimbursed
  - Clubs can choose to reimburse their members for in-state tax out of fundraising, but SFB strongly recommends using the tax exempt form and saving the moneyclubs can choose to reimburse their members for in-state tax out of fundraising, but SFB strongly recommends using the tax exempt form and saving the money
• We will reimburse for out-of-state tax fees since we are not exempt

• **Travel:** We reimburse for gas at a rate of **25 cents per mile**
  - You will need to show the exact mileage driven (i.e. mapquest/google maps directions from starting to end point). You must include the starting and ending addresses.
  - Some people choose to hand in their receipts from gas stations; however, those prices are only used in the case that they are actually less than the 25 cents per mile rate

• If you do receive a cash advance, here’s how it will work:
  - First, cash advances tend to be given out when an event is of higher cost (where it is harder for an organization to pay by themselves) and when it isn’t feasible for SFB to cut checks directly to companies for the organization (e.g. a Special App that requires a lot of higher cost in-store purchases)
  - You have two weeks after the date of your event to bring back all of the receipts and any left over money
    - All receipts should be originals and should total to the amount spent
    - The amount spent (as shown on receipts) plus any left over money should total the original cash advance
    - You must submit any extra money to Kelsey Norton, the Asst. Financial Director, as if it was a regular deposit

• **Please make sure the voucher is completely filled out! Here is a checklist on ensuring the voucher is complete:**
  - **Organization name**
  - **Budget line** (feel free to ask a SFB member if you are not sure where the money comes from)
  - **Amount**
  - **Payee (Company or Individual)**
  - **Tax ID or SSN if not a reimbursement**
  - **Proper documentation** (refer above to determine) – staple to the back of the voucher
    - According to NJ state law and TCNJ policy, any business entity conducting business with the State of New Jersey must file a Federal W-9 form with the College at time of request for payment.
    - According to NJ state law, any businesses entity earning over $4,230 payable from a state contract must posses a NJ Business Registration Certificate. TCNJ requires a copy of the certificate before payment can be made.
    - According to NJ state law, any business entity earning over $17,400.00 payable from a state contract must comply with NJ law Chapter 51 (formerly Executive Order 134). TCNJ requires proof of compliance before contracts may be signed or offer shall be void.
  - **Advisor signature**
  - **Treasurer signature (or in some cases, president signature) & Contact information**

• **You are now ready to bring the voucher to the SFB Office! Here are a few last things to remember:**
  - Take the pink copy
  - Completely sign every voucher individually into the Voucher Sign-In Log on the desk
  - Make sure you left your phone number or e-mail address on the voucher. If there is a problem with your voucher and we can’t get in touch with you, it is very hard to process your voucher and get the check cut
  - If someone is in the office while you are dropping off a voucher, they will be more than happy to look it over for you! Just ask 😊
  - In an average of 7-10 business days, warranting no issues, you should come back to the SFB office and check the black box on the desk for your check filed under your organization’s name