Checklist for Payment Request & Voucher: Documents Needed

Reimbursable Payments

- Original itemized receipts specifying item/s for reimbursement.
- Incomplete credit card receipts may be supported with Credit Card statements showing amount paid, date paid, vendor/purchase, card holder name and partial card number (e.g. last 4) for reimbursement (may redact other information).
  - Do not attach Credit Card statements showing the entire Credit Card Number. Mark through all but the last 4 digits anywhere the card number is shown.
- Copy of Flyer or notice of event (for honoraria, events) required for payment or reimbursement
  - All receipts need to show the method of payment, and paid in full or zero balance

Payments to Vendors for Products or Services or Individuals for Services Rendered

- Original Vendor Invoice with unique invoice # detailing specific, per item costs (for payment to a vendor or individual) made out to the HSCB Foundation, Inc. Please note, Pro Forma Invoices will not be accepted.
- Letter/memo of Justification (for contracted payments, services, honoraria, events).
- W9 (for payment to an individual for services rendered)*
- IRS 20 Question form for payments to independent contractors, honoraria*
  - For honoraria for foreign national speakers without SSN#/TIN – omit W9/IRS 20 Questions and note “Not a Citizen” in the lower right hand corner of the Payment Request & Voucher Purpose Section.
- Flyer, agenda, other event documentation is required when paying vendors associated with an event.
  - All external contracts for independent contractors, venues for events, catering, etc. require Downstate Counsel review and must have HSCB Foundation approval before official confirmation or work can begin.
  - No tax is allowed on payments to vendors
  - SS#/TIN/EIN, when needed, may only appear on the W9 or IRS 20 Questions forms. In addition, copies of SS# should not be retained.

Scholarships/Awards

- Summary memo/letter from a) the Committee Chair to the Signator or b) the Signator to the HSCB Foundation that includes: 1) the account name, 2) the account number, 3) the recipient/s’ name/s, 4) amount/s of award/s, and 5) list of attachments
- Committee member list is required
- Criteria for selection is required
- Signature sheet is required (per Legal Counsel)
- Call for applications is strongly recommended, please attach copy; if a call for applications was not done, an explanation is required (may be included in summary memo) detailing the process for determining the pool of potential candidates.
- W9 is required with the permanent address (permanent address must be on the Payment Request when recipient is payee).
  - W9 is not required when the payee is SUNY Downstate (the Bursar)
  - SS#/TIN/EIN may only appear on the W9 form. In addition, copies of SS# should not be retained.
  - Bursar: to directly pay the Bursar (Scholarships) the Payee is SUNY Downstate and the Address is 450 Clarkson Avenue, MSC 1206, Brooklyn, NY 11203

Events, Meetings, Reimbursed Meals, Travel

- Flyer/notice of event/agenda is required
- Expense sheet is required
- Ticket Receipts are required and must show date/time/location of travel or corroborating documentation showing date/time/location of travel must be provided
- Letter/memo of Justification is required
- An attendance sheet is required for meals, refreshments, and meetings

All Payment Request & Vouchers & General Considerations

1. Fully Completed payment request is required.
2. Clearly Detail the purpose of the Payment Request in the Purpose section.
3. The Payment Request must be consistent with the purpose on file for the account.
4. The account needs sufficient funds to pay any Purchase Request/s.
5. The number of Signatures required on a Payment Request is determined by the Account application, and all current signatures must be approved by the HSCB Foundation.
6. When the payee is a current signer, or the signer benefits from the Payment Request, an additional authorized signature is required.
7. Downstate Employees may receive reimbursement but may not directly be paid for services rendered.

Other: