

Office of Development & Philanthropy
Checklist for Payment Request & Voucher: Documents Needed

FOR REFERENCE ONLY: DO NOT SUBMIT WITH PAYMENT REQUESTS & VOUCHERS

HSCB Foundation Payment Request & Voucher Details

Account #: _____ **Amount \$:** _____ **Date:** _____

Reimbursements

- 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.*
- 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 20Questions 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: _____