



Journal Transfer/ Check Request Form

Notice: If any of these steps are not followed, your organization may be denied reimbursement at the discretion of the Ways & Means Committee. It is the organization's responsibility to keep track of all expenses and also have proof of all expenses. It is also the organization's responsibility to know its budget and understand that any expenses that go over the approved budget must be covered solely by the organization itself.

Instructions to fill out the Form

1. Only fill out the form in **pen**.
2. Fill out the organization's name and campus box #.
3. A separate form must be completed for each journal transfer or check request.
4. If you are requesting a journal transfer to a Babson department, please check this option and fill in the appropriate account names and numbers. In most cases, you will select "Debit." "**Debit**" refers to money moving from the SGA bank account into the third party bank account. "**Credit**" refers to money moving from the third party bank account into the SGA bank account.
5. If you are requesting a check, please check this option and then check the box next to the person or vendor to whom the check must be cut. If you are paying an individual, then circle either "Services" or "Reimbursement." You must have a separate form for each type, i.e. both cannot be circled. Be sure to fill out **all** of the information regarding the payee. If you are paying a vendor, a copy of the company's W-9 form must also be submitted, unless it is already on file with the College. A check will not be cut to Babson departments or subsidiaries.
6. Look at your budget for the semester and identify the line item that the expense would be a part of. List the event title and item on the receipt/contract/invoice in the following manner (e.g. *Event: Barbeque Item: Food/ Domino's Pizza Amount: 50.00*). Verify the amount. Do this for each receipt/contract/invoice, up to 10 receipts for each check. **Do not fill out the Description Line** as that will be filled out by the office.
7. If you do not work on campus, we require the person asking for reimbursement to fill out either: The W9 form (US citizens) <http://www.irs.gov/pub/irs-pdf/fw9.pdf> or the W8 form (international students) <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf> and submit with this reimbursement request.
8. Sum the amounts and verify the total expense. If foreign currency is used in the transaction, convert expenses to USD and provide the appropriate currency conversion rate at the transaction date.
9. **The President or Financial Officer of the organization must sign the form.** S(he) must verify all numbers and information, and will be held accountable for any misrepresentation on the form.
10. **Make two copies of both the form and your proofs of purchase (only itemized receipts are accepted). Staple originals of all receipts/contracts/invoices to the back of the original reimbursement form; staple the copied receipts to the copied form. NOT DOING THIS COULD DELAY YOUR REIMBURSEMENT!!!**
11. In total, you will have three sets of documents, one of which you will keep as a record. **Please drop off two sets, the original set and a copy set, to campus box #2161 addressed to "SGA VP of Finance"**

Follow up to the Form

1. The SGA VP of Finance will verify the data with the approved budget for that semester and input them into the master expense database, generally Monday 5:00 PM.
2. The SGA VP of Finance will submit the form to the Accounts Payable Office generally on Monday's.
3. The Babson Accounts Payable Office will cut the check and send it, according to the information provided on the request, to the designated campus mailbox or directly to the vendor. Please allow for up to 2-3 weeks to process the form.



Journal Transfer/ Check Request Form



Organization Name: _____

Organization Campus Mailbox #: _____

Choose one and fill out all information of the one chosen:

Journal Transfer

Debit: Account Number B1 - _____ - _____ - 0 - _____
 Department: _____

Credit: Account Number B - _____ - _____ - 0 - _____
 Department: _____

Check Request

Account Number: B1 - _____ - _____ - 0 - _____

Make Check Payable to Person **Circle One:** Services (Payroll) / Reimbursement

First Name: _____ Last Name: _____
 Social Sec. #: _____ - _____ - _____
 Campus Mailbox #: _____ Phone Number: (____) _____ - _____

If Student reimbursement: Previously reimbursed by SGA / or works / has worked on campus:
-or- Attached W9/W8 Form:

Make Check Payable to Vendor [Vendor # _____]

Vendor Name: _____
 Address: _____
 Memo line: _____

Event Name (As it appears on Life@Babson): _____ **Date of Event:** _____

Receipt Items:	Description: If a detail, place invoice # (Do not fill in)	Amount
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____
5. _____	_____	\$ _____
Total:		\$ _____

Check should be delivered to: Org. Mailbox Mailbox# _____ Vendor (directly mailed) Hold for pick up x _____

Signature: _____ Date: ____/____/____
 (Organization President or Finance Officer) mm/ dd/ year

Signature: _____ Date: ____/____/____
 (SGA VP of Finance – Mailbox# 2161) mm/ dd/ year