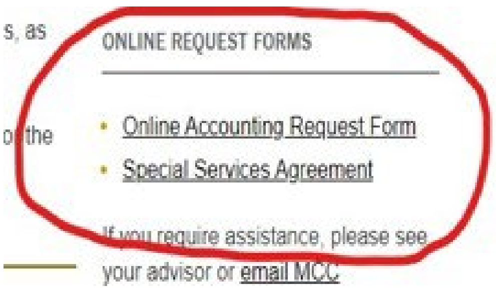
How to Submit a Club/Event/PO Request

To begin you navigate to the [MCC Association webpage](#).

Scroll down and on the right side of the page, under Online Request Forms" and you will see the link for [Online Accounting Request Form](#).



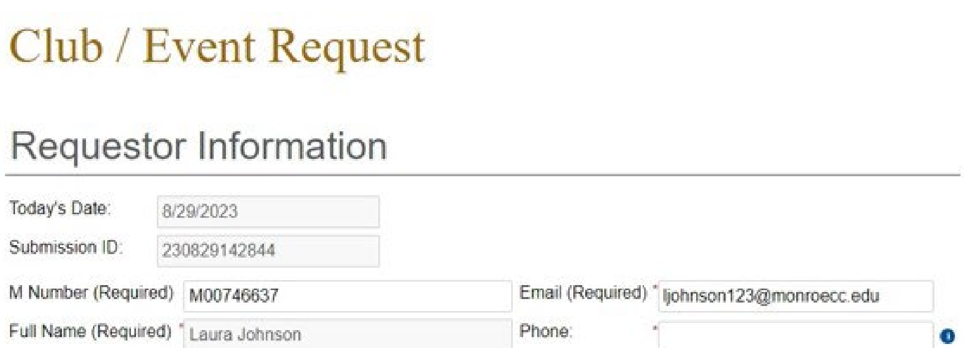
Club/ Event Request Form Workflow

This will take you to the ***New*** dynamic form we have designed. The current work flow is as follows:

1. Starts with one of the following Submitters:
   a. Faculty
   b. Student
   c. Staff
2. Next to Senior Accountant (Laura Johnson) for either:
   a. approval
   b. or return to submitter if more information is needed
3. Next to one of the following Advisors:
   a. Faculty
   b. Student Life Advisor
   c. Staff
4. Finally, to Accounts Payable (Gloria Colon) to process payment

Requestor Information

The form should auto-populate with today's date, your M# and your name. You will need to supply an email address and phone number.

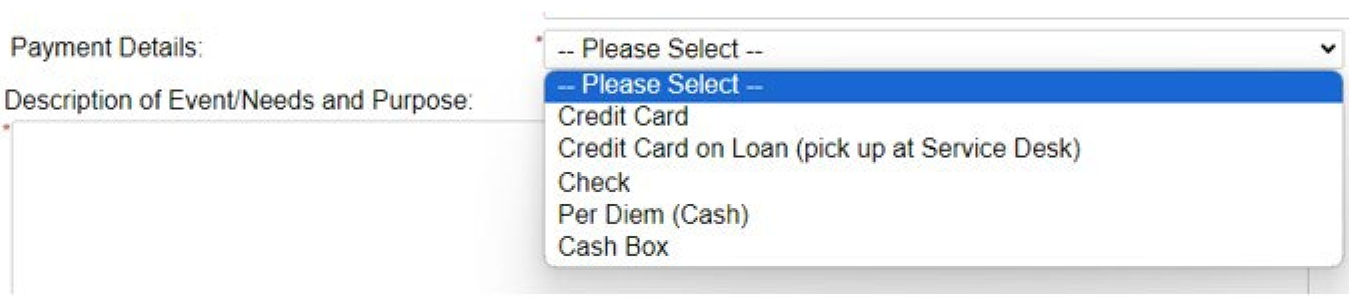


Event Information

The next item on the page is the "Event Information" This can be slightly misleading if your purchases are more routine in nature, but every purchase with Association funds (budgetary or agency) is considered an ***event***, and therefore requires some sort of approval.

- **Event Name**: This is just the name you will give the overall event. If it is for a sports season, you would name it the sport, and the particular season, or in the case of a single purchase, just name it after the purchase.
- **Group/Office/Club/Department Name**: The name of the area or department you are making the purchase on behalf of.
- **Payment Details**: This is a drop down. There are many choices here so consider your choice carefully. (See list below for details.)
- **Description:** be as detailed as possible when describing your event/need/season. Provide contact information for any coaches involved, or other people that may be involved or need to be contacted.

Payment Details



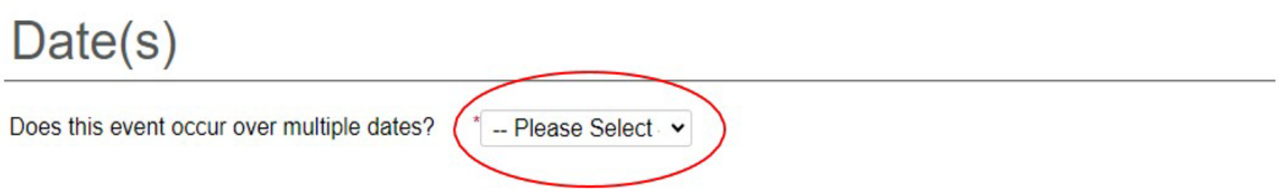
- **Credit Card:** This is for users that already possess a Corporate Credit Card via the Association to use. Any sales tax charged is the responsibility of the card holder as we are a tax-exempt entity in NYS and are not to be charged sales tax at the Point of Sale. If the user requires a copy of the tax-exempt certificate, one can provided for you at any time.
- **Credit Card on Loan (pick up at Service Desk):** This is for users that need to borrow a credit card to make their purchase(s). User must sign it out at the Service Desk and all receipts are to be turned in with the borrowed card within 24 hours of the end of the event, or the next business day by 8:45am. Failure to do so will result in the borrower being responsible for those charges not accounted for. Any sales tax charges are also the responsibility of the borrower as we are a tax-exempt entity in NYS and are not to be charged sales

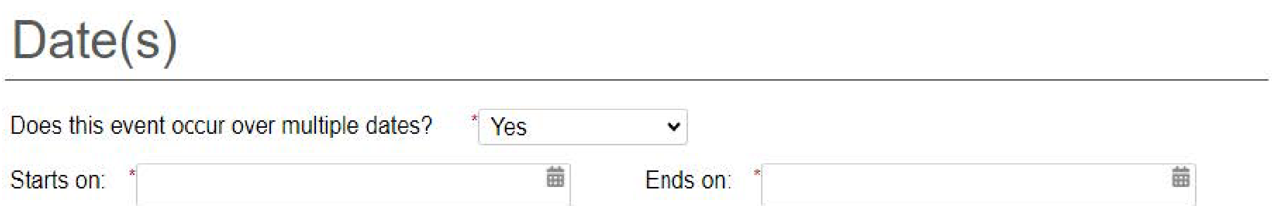
tax at the Point of Sale. If the user requires a copy of the tax-exempt certificate, a copy will be provided at the time of credit card pick up.

- **Check(s):** Check requests for payment typically take 5 business days to process. The checks are cut by the bank and once cut are mailed by the bank to the payee.
- **Per Diem:** This type of cash payment is for travel expenses pre-determined based on the number of people traveling, the type of traveler, duration of the trip, etc. Failure to pick up per diem cash PRIOR to a trip will not result in reimbursement. (Reimbursement is a check request based on actual money spent with receipt back up) Any Per Diem ***money not spent***, is to be returned at the end of the trip, but receipts are not required.
- **Cash Box**: This request requires a 2-business day lead time depending on the size of the cash box needed. You will also be provided with a club deposit form so that any money that has been made can be deposited into the club account as profit.

Dates of Occurrence

When the form asks if the event occurs over multiple dates, the answer drop down is a simple Yes or No. However, if you choose Yes, this will change the form.





You will be asked to provide the date range for this event.

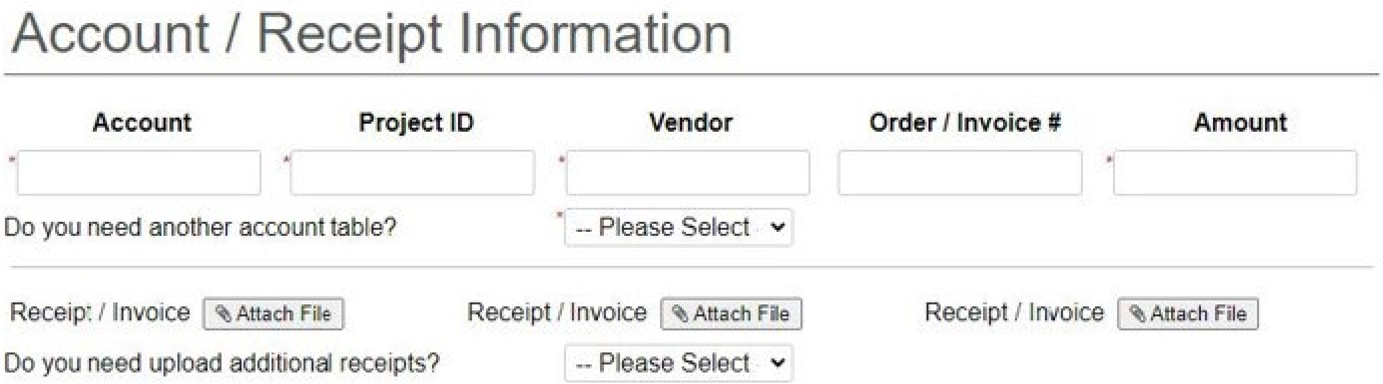
If your event occurs on multiple time frames you will need to put in a request for each.

Account Information

Once you have completed the basic event information, the second part of the form references the accounts that are associated with your purchases.

Important, Please Note:

- These **Account** and **Project ID** numbers are critical to reporting. If you are at all unsure or do not know your Account or Project ID numbers, save your work and check with your advisor or business office contact. These numbers directly coincide with the Accounts and Projects associated with the money that is allocated and the projects funded specifically for the work that you are doing. We use this system to keep track of that money, so each person must do their part and use the correct Account and Project ID numbers.



Account / Receipt Information

Account	Project ID	Vendor	Order / Invoice #	Amount
*	*	*		*

Do you need another account table? * -- Please Select

Receipt / Invoice Attach File   Receipt / Invoice Attach File   Receipt / Invoice Attach File

Do you need upload additional receipts? -- Please Select

The **Vendor** of your purchase is a mandatory field. The receipts are not always clear or descriptive enough, so be sure you include the vendor name. For all Per Diem, Cash Box and Petty Cash requests, the vendor will always be MCCA (Monroe Community College Association).

If you are asking for a check to be cut for payment, ***you must include the invoice number*** on the request. This includes all Sodexo orders, and any other invoiced orders. Without an invoice number to reference the vendor may incorrectly apply a payment.

Please attach all documentation that is pertinent to the request, including any email correspondence that might be pertinent.

Process Time

Please also allow for processing time, as is noted in the red box on the form (shown in the image below and repeated in the following bulleted list):

> * **Please allow 24 hours for each approval step. Checks may take up to 14 business days to be processed. Credit cards on loan must be returned within 24 hours of final purchase. All receipts must be turned in accordingly within a reasonable time frame of last activitiy of credit card or purchase, ideally 24 hours.**

- Please allow 24 hours for each approval step.
- Checks may take up to 14 business days to be processed.
- Credit cards on loan must be returned within 24 hours of final purchase.
- All receipts must be turned in accordingly within a reasonable time frame of last activity of credit card or purchase, ideally 24 hours.

This is also not the end of your request. If there is an error- you will receive a "Return for Revision" email so be sure that if you do receive this email you do not disregard it. It will have specific instructions on what needs to be revised and how to resubmit your request.

Important, please note:

- If you fail to resubmit with corrections your request will remain ***"denied."***