

Required Documents for Non-Travel Related Expenses

Important Notes:

- For Tuition to be paid to MCC Corp College, contact your VP or Designated Budget Specialist for your Division, and **not** Purchasing/AP
- MCC Name Badges, *New* for FY 24, please **order through the MCC Print Shop**
- Student Stipends (Grants Only) Please consult with your Buyer for how best to proceed
- For Food Service for an Event or Meeting Please see separate Required Documents in Table 3 below.

Items to be Sent to Purchasing Department for Processing

Table 1: Please send the necessary documents to the Purchasing Department: purchasing@monroecc.edu

Type of Expense	RO/PO	Federal W-9 Form*	Check Request Form	Invoice or Payment Form	Itemized Receipt(s) (digital)	Personal Services Contract	Remittance Slip/ Registration Form	Software Approval Form	Examples/Notes
Registration to <i>Virtual</i> Event, Conference, or Online Training	X						X (registration form)		Zoom Webinar, Online Association Conference, Online Training or Class (Invoice is acceptable in place of registration form in this case)
Reimbursement to Employee over \$50 (\$50 or under: follow petty cash process)	X				X				

Type of Expense	RO/PO	Federal W-9 Form*	Check Request Form	Invoice or Payment Form	Itemized Receipt(s) (digital)	Personal Services Contract	Remittance Slip/ Registration Form	Software Approval Form	Examples/Notes
Accreditation Fee (Annual/Bi-Annual)	X			X					
Subscription to a Service/Online Database	X			X					
Software (loaded on a college device /server) New or Renewal	X			X				X	Adobe Acrobat Pro, LabView, etc.
Table Sponsorship or Ticket to Local Event (w/ no other travel expenses)	X		X (or)	X					
Consultant: \$500 or more	X	X	X	X (if available)		X			

***Note: Federal W-9 Forms are Required for:**

- any Payment to any Individual who is a Non-MCC Employee (Consultants, Guest Lecturers, etc.)
- all New Vendors (Vendors not currently in Banner)
- all Grant Stipend Payments to Students, (MCC Student or Outside Student)

Items to be Sent to Accounts Payable (A/P) Department for Processing

Table 2: Please send the necessary documents to the Accounts Payable Department: accountspayable@monroecc.edu

Type of Expense	Federal W-9 Form*	Check Request Form	Invoice or Payment Form	Itemized Receipt(s) (digital)	Personal Services Contract	Remittance Slip/ Registration Form	Examples/Notes
Membership (Institutional or Individual)		X				X (remittance slip)	Individual Membership must be related to the Individual's work here at the College. (Invoice is acceptable in place of remittance slip in this case)
Subscription to a Periodical (Print or Digital)		X				X (remittance slip)	Chronicle, Journal, Magazine, Newspaper (Invoice is acceptable in place of remittance slip in this case)
Tuition and/or Fees (PD Funds Only) Paid to Outside Vendor, <i>Not MCC, Not MCC Corporate College</i>		X	X (or)	X			
Certification & Professional License (and renewal) Fees		X	X				Notary Public, Pesticide License, etc.
Consultant: \$499 or less	X	X	X (if available)		X		
Honorarium (monetary token of appreciation for Non-MCC Employee)	X	X					

***Note: Federal W-9 Forms are Required for:**

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- all New Vendors (Vendors not currently in Banner)
- all Grant Stipend Payments to Students, (MCC Student or Outside Student)

Required Documents & Approvals for Food Service

(for event or meeting)

Please Note: This chart is specific to use of Operating Dollars for Food Service.

The same rules apply for Grant Dollars *except VP Approval is never required for Grants.*

Items to be Sent to Purchasing Department for Processing

Table 3: Please send the necessary documents to the Purchasing Department: purchasing@monroecc.edu

Type of Meeting or Event	RO/PO	Detailed Food Order or Quote	Agenda, Flyer or Tribune Announcement	List of Invitees <i>or</i> List of Attendees	VP or VP Designee Written Approval**	Sodexo Waiver	W-9 Form
On Campus. At least one outside guest or, includes MCC Students. Vendor <i>is</i> Sodexo	X	X	X	X			
On Campus. At least one outside guest or, includes MCC Students. Vendor <i>is not</i> Sodexo	X	X	X	X		X	if new vendor
On Campus. No Outside Guests, Employees Only. Vendor <i>is</i> Sodexo	X	X	X	X	X		
On Campus. No Outside Guests, Employees Only. Vendor <i>is not</i> Sodexo	X	X	X	X	X	X	if new vendor
<i>Off</i> Campus. At least one outside guest or, includes MCC Students. Any Vendor	X	X	X	X			if new vendor
<i>Off</i> Campus. No outside guests. Employees only. Any Vendor	X	X	X	X	X		if new vendor

***Note:* VP or VP Designee written approval is *always* required for Academic Services & Student Affairs (ASA) Division