

BMCC Association

Suite S-230

9:00am – 6:00pm

(212) 220-8163

Mr. Anthony Lothian (Business Manager)

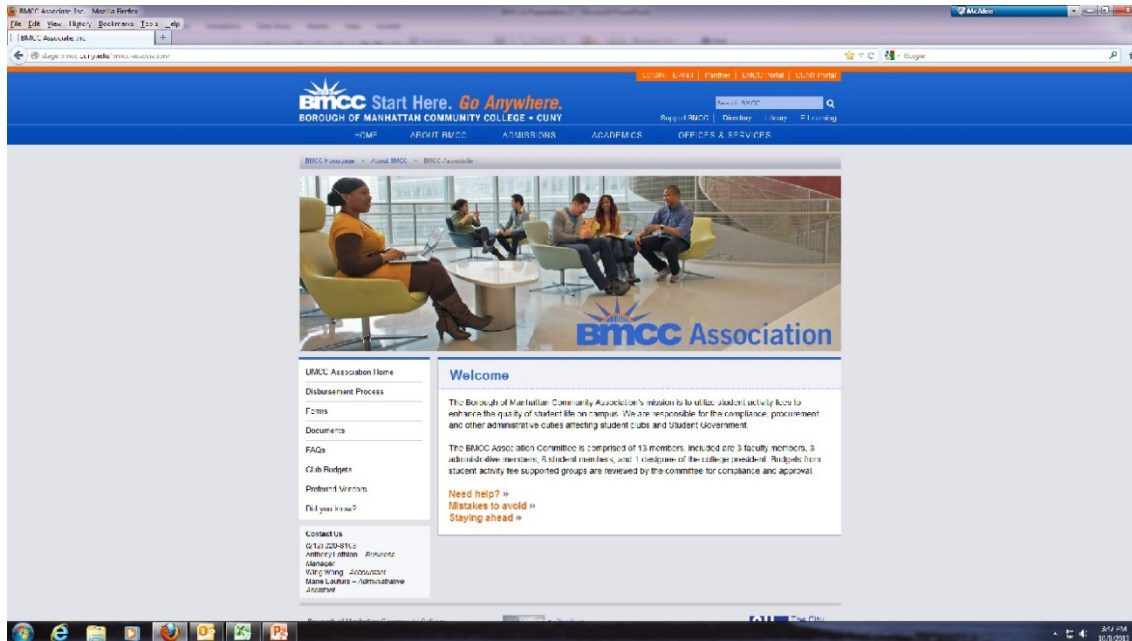
Mr. Sebastian Ogando (Accounting Manager)

Mrs. Marie Lauture (Administrative Assistant)

BMCC Association Inc.

- Works with student clubs, Student Government Association (SGA), Office of Student Activities (OSA) and the Office of Student Affairs.
- Provides clubs with guidance and assists in compliance with CUNY Fiscal Accountability Handbook.
- Tracks clubs available funds for each line item and activity.
- Issues payments directly to vendors.

BMCC ASSOCIATION WEBSITE



The Disbursement Process Overview

Efforts involved

Event Application

Three versions of the OSA Student Event Application form are shown side-by-side. The first is green, the second is yellow, and the third is blue. Each form has the OSA logo at the top and contains various fields for event details, dates, and signatures.

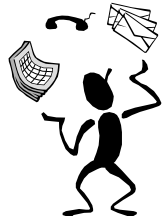
An event application must be filled out, signed off by club, and submit to the Office of Student Activities for approval. At least 2 weeks in advance of event is recommended for on-campus trips, 3 weeks for overnight trips.

Disbursement Voucher

Three versions of the Disbursement Voucher form are shown side-by-side. The first is black and white, the second is blue, and the third is white. Each form has the OSA logo at the top and contains various fields for disbursement details, including amounts and dates.

Disbursement Vouchers must be filled out, submitted along with supporting documents such as Personal Service Contracts, agreements, invoices, etc. Once received, the club must wait for approval.

Coordination



Event planning requires good organization. Unexpected setbacks are not uncommon. Not having the documents mentioned above submitted on time can be an obstacle for a club's event.

The Disbursement Process Overview

Advice on time

- Begin paper works at least 2 to 3 weeks in advance depending on the nature of the activity.
- Begin planning early and properly for events, delegate duties wisely.
- Schedule all major club events to end well before the last day for club activities.



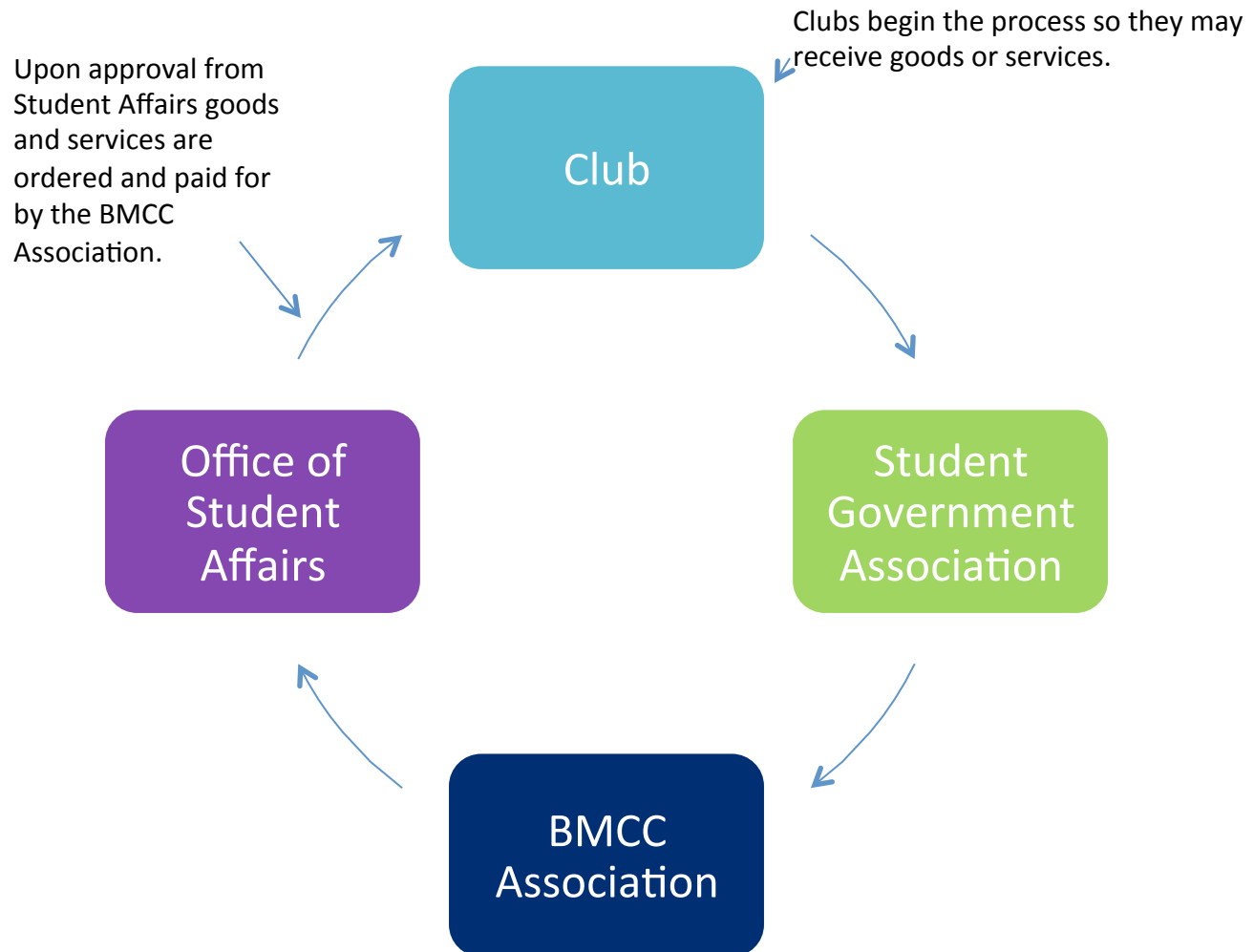
The Disbursement Process Overview

Topics to be discussed

1. The Disbursement Voucher
2. Bids
3. The Personal Service Contract Package
4. Refreshments (New process)
5. Pre-bill
6. Events
7. Budget Line Modification
8. Conflict of Interest

The Disbursement Voucher

Levels of Approvals



The Disbursement Voucher

Levels of Approvals

The Disbursement Voucher requires a club officer and faculty advisor's approval signatures:

Sponsor Club:

- President, Vice President, Treasurer, or Secretary
- Faculty Advisor (mandatory)

Student Government Association: Makes sure your request matches your original budget request.

BMCC Association: Attests to the remaining approved Budget for the line item and activity, reviews compliance with CUNY's policies.

VP for Student Affairs: Gives final approval to issue payment directly


Normal turnaround time for Disbursement Voucher

- Disbursement Voucher submitted on **Monday @ 12:00pm (noon)** will be paid the following **Friday**. Disbursement Vouchers submitted on **Thursday @ 12:00pm (noon)** will be paid the following **Wednesday**.
- All vendor payments are issued directly to the vendor by the BMCC Business Office.
- Some Disbursement Vouchers may require additional bidding steps which will affect the turnaround time for approval. Your club will be notified if this is the case.

The Disbursement Voucher

How to fill out Disbursement Voucher

1. Today's date.
2. Name of your organization.
3. Budget category purchase is suppose to come from.
4. Your phone number.
5. Name and address of Vendor or person to receive payment. Include a phone number.
6. Should check be mailed or picked up?
7. Purpose of purchase should be aligned with your budget. Date of event must be mentioned.
8. Itemized purchases should be listed and totaled.
9. Endorsement of 2 club officers, preferably President and Treasurer.
10. Signature of club's faculty advisor.
11. Endorsement of Student Government Association as allocating body.
12. At this point submit this form to BMCC Association's Business Office in room S-230.



BOROUGH OF MANHATTAN COMMUNITY COLLEGE ASSOCIATION, INC.
 199 Chambers Street, Rm S233 New York, N.Y. 10007 Phone: (212) 220-8163

DISBURSEMENT VOUCHER

1. REQUESTING ORGANIZATION _____

2. BUDGET CATEGORY _____

3. MAKE CHECK PAYABLE TO: _____

4. ADDRESS _____

5. CITY/STATE/ZIP _____

6. PHONE _____

1. DATE _____

4. PHONE _____

☐ MAIL CHECK TO VENDOR

☐ CHECK WILL BE PICKED UP

☐ BMCCA CREDIT CARD

PURPOSE OF EXPENDITURE (Include: Name & Date of Event)	Itemized Amounts	

ORIGINAL INVOICE/RECEIPT, BIDS, PERSONAL SERVICE CONTRACT, etc. **MUST BE ATTACHED.**

PAY THIS AMOUNT

The signers below certify that the expenditures are necessary, proper and are made within the budgetary limitations of the above fund.

TITLE	PRINT NAME / POSITION (PR, VP, TR, SC for clubs)	SIGNATURE	DATE
CLUB OFFICER	_____	_____	_____
2 ND CLUB OFFICER (OPTIONAL)	_____	_____	_____
FACULTY ADVISOR	_____	_____	_____
11. ALLOCATING BODY (SGA for Club Requests)	_____	_____	_____
12. (Authorized College Official (OSA, Athletics, Media)	_____	_____	_____
BMCC Association	_____	_____	_____
V.P. of Student Affairs	_____	_____	_____

CHECK PICKED UP BY:

PRINT NAME _____

SIGNATURE _____

DATE _____

FOR OFFICE USE ONLY

CHECK NO. _____ DATE _____

Amount \$ _____ Account No. _____

Check Mailed Date _____ Initials _____

White – BMCCA Copy

Yellow – Originator's Copy

Pink – Student Government Association Copy

Bids

A bid is a solicitation of a vendor to provide services.

- All purchases require 3 bids.
- A few exceptions we will review later.

Upon acquiring 3 bids, the lowest priced vendor is selected.

Bids

How do I obtain bids?

Bids can be obtained from vendors. Below are three ways vendors can provide bids.



Direct quote e-mailed or faxed from vendor.



Pricing listed on vendor's website



A bill or voided cash register receipt

Bids

Which must I bid on?

- MUST BID ON:
- Most simple items like t-shirts and supplies.
- Transportation like buses.
- MUST NOT BID ON:
- Hotels
- Artistic performances
- Some transportation
- Certain specialty items



Exempt from bidding

- Vendors contracted by the college – e.g. B&N book store.
- Sole-source Vendors
- NYC & State contracted vendor BMCC uses. The BMCCA Business office will inform you of these vendors.



Personal Service Contract

THE PERSONAL SERVICE CONTRACT PACKAGE

Includes :

- Personal Service Contract
- Biography of Vendor

Personal Service Contract

What to do

For services from vendors such as a lectures, performances, etc, the Personal Service Contract (PSC) is submitted by the club along with a Disbursement Voucher.

- Students are not permitted to sign a PSC. The vendor must sign the lower left corner.
- An club executive must document that the Independent Contractor provided services in accordance with the PSC. A sign-in sheet for the event is acceptable.
- A biography of the vendor must be provided. A flyer for the event (if available) should also be submitted.

The PSC must be approved by the VP for Student Affairs prior to the activity.

Personal Service Contract



BOROUGH OF MANHATTAN COMMUNITY COLLEGE ASSOCIATION, INC.
199 Chambers Street Room S233 New York, N.Y. 10007 Phone: (212) 220-8164

PERSONAL SERVICE CONTRACT

Agreement made this _____ day of _____, between
(Date) (Month) (Year)

Borough of Manhattan Community College Association, Inc. and _____
(Contractor or Agent)
on behalf of _____
(Name of Organization)

to perform _____
(Type of Activity)

on _____ at _____
(Date) (Location)

between the hours of _____ and _____. It is agreed that as full
compensation for the services noted above, the contractor shall be paid \$ _____.

Payments shall be made as indicated below:

- a) Deposit of \$ _____ on _____.
- b) Balance of \$ _____ to be paid upon completion of performance.

Stipulations, if any (Attach separate sheet if necessary & initial it): _____

Neither party will be bound by any statements or representations that are inconsistent with the terms of this agreement or which include a promise not herewith contained. Neither party may assign its rights nor delegate its performance under this agreement without first obtaining the other party's written consent.

Name of Organization/Agent (Contractor)

Number and Street Apt. City State Zip

Fax E-mail

AGREED AND ACCEPTED

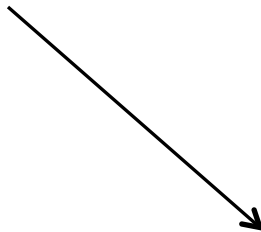
NOTE: This contract is not valid until **both** parties have signed below.

Agent's Full Name (Print) BMCC Chief Student Affairs Officer (Print)

SIGNATURE SIGNATURE

Date () Area Code Phone # Date

Vendor must sign here



PERSONAL SERVICE CONTRACT

OTHER DOCUMENTS

Important: The IRS Tax Code requires the Association to obtain:

- Form I-9
- Form W-9
- Personal ID to be copied by the Association's Business Office only
- Vendors, speakers, and performers must fill out these forms **in person** in room S-230.

I-9 and W-9

- Speakers and performers must now come in person to the Association's Business Office to fill out I-9 and W-9 and submit copies of personal identification documents.
- **The I-9 and W-9 MUST NOT BE HANDLED BY STUDENTS.** These will not be accepted from anyone but the person receiving payments.
- Personal identification documents must be brought along for copying by the office.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 		<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

PERSONAL SERVICE CONTRACT

Payments to performers



Normal payment scale for speakers and performers is up to \$100 per hour for a maximum of \$250 per day.




The size of the venue such as Theater 2 and caliber of the performer can affect the size of the payment. The highest payment amount a performer or group can receive is \$12,000.


PERSONAL SERVICE CONTRACT

OTHER DOCUMENTS

Sign off on the Event Confirmation form.


BOROUGH OF MANHATTAN COMMUNITY COLLEGE ASSOCIATION, INC.
100 Chambers Street, Rm 5222 New York, N.Y. 10007 Phone: (212) 220-8164

EVENT VERIFICATION



NAME OF EVENT: _____

DATE: _____

TIME: _____

Did the performer fully complete the performance and the length of time contracted?

YES ☐ NO ☐

If No, how much of the performance or time was done? _____

Name of the officer of the student organization or authorized official

Signature

Date

PERSONAL SERVICE CONTRACT

Important to remember:

1. Only the Vice President of Student Affairs can sign off on the Personal Service Contract.
2. The Personal Service Contract along with the Disbursement Voucher must be approved prior to the event.

The form is titled "PERSONAL SERVICE CONTRACT" and is issued by the "BOROUGH OF MANHATTAN COMMUNITY COLLEGE ASSOCIATION, INC." located at 199 Chambers Street, Room 3106, New York, N.Y. 10017. The form includes fields for the agreement date, parties involved (Borough of Manhattan Community College Association, Inc. and Contractor or Agent), taxpayer ID, and payment details. It also contains a section for stipulations, a disclaimer, and a signature block for both the agent and the BACC Chief Student Affairs Officer. A circular seal of the Borough of Manhattan Community College is visible in the bottom right corner of the signature block.

BOROUGH OF MANHATTAN COMMUNITY COLLEGE ASSOCIATION, INC.
199 Chambers Street Room 3106 New York, N.Y. 10017 Phone: (212) 224-8064

PERSONAL SERVICE CONTRACT

Agreement made this _____ day of _____, _____ between
(Date) (Month) (Year)

Borough of Manhattan Community College Association, Inc. and _____
(Contractor or Agent)

on behalf of _____
(Name of Organization)

Taxpayer ID # (or S.S. #) _____ to perform _____
(Type of Activity)

on _____ at _____
(Date) (Location)

between the hours of _____ and _____ It is agreed that as full
compensation for the services noted above, the contractor shall be paid \$ _____.

Payments shall be made as indicated below:

a) Deposit of \$ _____ on _____.

b) Balance of \$ _____ to be paid upon completion of performance.

Stipulations, if any (Attach separate sheet if necessary to initial it): _____

Neither party will be bound by any statement or representation that an individual with the name of this agreement or which include a provision not
herein contained. Neither party may assign its rights or delegate its performance under this agreement without first obtaining the other party's written
consent.

Name of Organization/Agent (Contractor) _____

Number and Street _____ Apt. _____ City _____ State _____ Zip _____

Fax _____ E-mail _____

AGREED AND ACCEPTED

NOTE: This contract is not valid until both parties have signed below.

Agent's Full Name (Print) _____ BACC Chief Student Affairs Officer (Print) _____

SIGNATURE _____ SIGNATURE _____

Date _____ Area Code _____ Phone # _____ Date _____

Refreshments

Ordering

Line Item Account:

- Refreshments (food/beverages at meetings).
- Events budgets cover food for events.

MBJ is the recommended vendor for all on-campus events. MBJ is fully insured against the liability for bodily injury and property damage associated with services it provides.

Refreshments

Using an outside vendor

The outside caterer must provide:

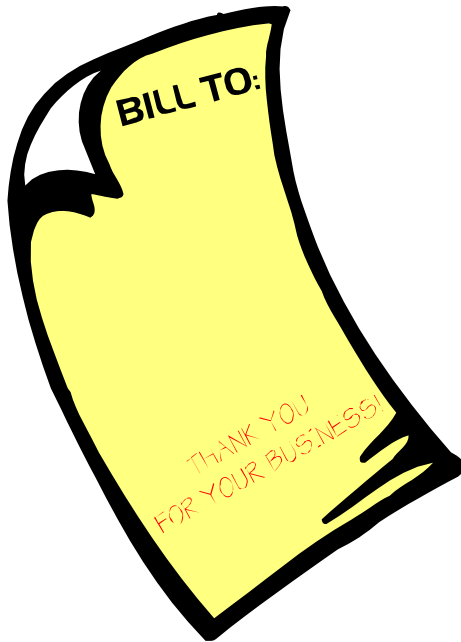
- **Catering Permit** (current & valid, expired copies not accepted).
- **Liability Insurance Certificate** (current & valid, expired copies not accepted).
- An invoice for the order.



To order for event other than regular club refreshments

- To start, get menu from cafeteria register.
- Go to MBJ (name of kitchen vendor) business office on the first floor.
- Place order with MBJ's business office.

Ordering for events



- A confirmation of order will be given to clubs by the kitchen (MBJ)
- A copy of the confirmation of order must be attached to the Disbursement Voucher.

Ordering for events



- Fill out a disbursement voucher matching the order.
- Get signatures of club officer, club advisor, and SGA executive.
- Bring both disbursement voucher and confirmation of payment to Association business office in room S-230

To order refreshments for club meetings

- New process. Ordering is paperless.
- Quicker and more convenient.
- You can order for the entire semester.

Paperless Food Ordering

CLUB REFRESHMENT ONLINE VOUCHER

CLUB INFORMATION

Club Name	<input type="text" value="Photo Club"/>	Room #	<input type="text" value="N/A"/>	Delivery time	<input type="text"/>
First Name	<input type="text" value="Fitzroy"/>	Last Name	<input type="text" value="Galerston"/>	Position	<input type="text" value="Vice President"/>
Order type (Original or Update)	<input type="text" value="Original"/>	Phone #	<input type="text" value="212 857-9465"/>	Budget	<input type="text" value="\$500.00"/>

FALL 2019 SEMESTER ORDER SUMMARY

	October		November		December
2-Oct	<input type="text" value="\$0.00"/>	6-Nov	<input type="text" value="\$0.00"/>	4-Dec	<input type="text" value="\$0.00"/>
9-Oct	<input type="text" value="\$0.00"/>	13-Nov	<input type="text" value="\$142.50"/>	11-Dec	<input type="text" value="\$119.00"/>
16-Oct	<input type="text" value="\$0.00"/>	20-Nov	<input type="text" value="\$0.00"/>		
23-Oct	<input type="text" value="\$84.95"/>				September
30-Oct	<input type="text" value="\$0.00"/>			25-Sep	<input type="text" value="\$0.00"/>
Total Semester Orders	<input type="text" value="\$346.45"/>	Remaining club Refreshment budget:	<input type="text" value="\$153.55"/>		

APPROVAL

Signature

Fitzroy Galerston

Date

9/25/2019

I attest that the information provided is truthful and that I fully understand that any false information submitted will result in disciplinary actions against me by the college.

PRE-BILL

What is a Pre-Bill?

The Pre-Bill Form is used in situations where normal payment methods can not be used and cash is needed.

In this situation, the club prepares:

- A Pre-Bill Form - which lists each of the items and vendors that require cash with an estimate of the cost.
- A Disbursement Voucher supported by the Pre-Bill Form.

The Disbursement Voucher is completed and signed by the parties involved in the Disbursement process. A check is made payable to a club officer who then uses cash to purchase the goods listed on the Pre-Bill form. The dollar limit to students is \$150.

After the activity the club turns in the receipts and unused funds no later than the next business day. The club will be encumbered until the Pre-Bill money is settled.

PRE-BILL FORM

**SAMPLE
PRE-BILL**

To: **BMCC Association**

From: **Freshman Honor Society**

Date: **Today's Date**

Name of Event: **Awards Ceremony**

Date of Event: **Fall 2006** Attendance: **40 (Mem., Guests)**

Type of Publicity: **Invitations, Flyers, Mailings, Postings**

Budget: \$ **85.00** to be disbursed as follows:

Vendor – Item	Price
99¢ Store – Decorations	\$30.00
Kinko's – Flyers	\$15.00
Food Emporium – Refreshments	\$40.00
YOU WILL NOT BE REIMBURSED FOR EXPENDITURES OVER THIS AMOUNT → TOTAL	\$85.00

All receipts must be handed in immediately after the event.

Thank you for your cooperation.

Executive Officer's Signature **Sam Cheng – President**

Pre-Bill Form

Acceptable receipts

RECEIPTS

The Good The Bad & The Ugly

RITE DAY PHARMACY

Store #04185
3539 Broadway
New York, NY 10031
(212) 281-5292

09/04/014:43 PM

1 VISINE LNG LAST RELIEF 3.99
1 GE SOFT WHITE 75W 4 PACK
1.49 T

2 Items Subtotal 5.48
Tax 0.12
Total 5.60
CASH PAYMENT 6.00
Tendered 6.00
Cash Change 0.40

GOOD RECEIPT

- Store name and information appears clearly
- Date and time of purchase appears clearly
- Items bought are described in detail
- Payments made are shown clearly
- These receipts are acceptable

CANAL ELECTRONICS,
INC
319 CANAL STREET
NEW YORK, N.Y. 10013
(212) 925-6575

09-04-01
12-23

2
6.99 @
0* 13.98
1*1.99
2
2.99 @
1*5.98
21.95 ◇
1.81 TX
23.76 ◇
40.00 CA
16.24 CG
1-00..34

BAD RECEIPT

- Store name and info appears clearly
- Items are not described

09-04-01
14-35

2
0.99 @
*11.98
0.16 TX
2.14
3.00 CA
0.86 CG
1 017289

UGLY RECEIPT

- No store information
- No items description
- Transactions are difficult to read
- These receipts are not acceptable

Pre-Bill Form

Payment Recap

- Must have an approved budget.
- Must have sufficient remaining funds per Line item and Activity.
- Activity must be approved through the Event Application.
- Obtain the required number of Bids.
- Obtain the required signatures for the Disbursement Voucher and submit the appropriate supporting documentation.
- Disbursement Voucher submitted on **Monday @ 12:00pm (noon)** will be paid the following **Friday**. Disbursement Vouchers submitted on **Thursday @ 12:00pm (noon)** will be paid the following **Wednesday**.
- All vendor payments are issued directly to the vendor by the BMCC Business Office.

OFF CAMPUS EVENTS

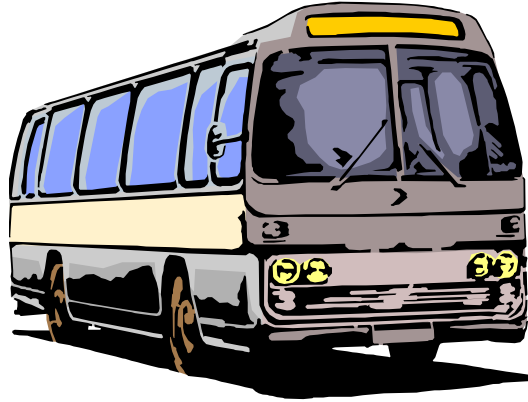


Off campus college club trips

- Some club have off campus events that takes place in the city while others are out of state and overnight. Let us explore additional procedures for off-campus events in the Disbursement Process.

OFF CAMPUS EVENTS

TRANSPORTATION



Buses

- Low end carriers are prohibited.
- Chartered buses are ideal for 1-day out of town trips.

Trains, airlines, etc.

- Some bidding requirements are relaxed due to nature of transportation.

Local transportation

- Not paid for in New York City.

Book tickets early to avoid price increases.

OFF CAMPUS EVENTS

LODGING



Selecting hotels

- No bidding required but rating is considered.
- Location and amenities are important.

Booking early to avoid price increases

- Form a list of people for the trip early on. Use placeholders if necessary.
- Do not use your personal credit card to reserve rooms.

Rooming arrangements

- Rooms close proximity to each other is preferred.
- Room mates are same gender.
- Hotel's policy on sound level and number of people in room must be respected.

OFF CAMPUS EVENTS

MEAL RATES



Updated meal rates for different locations

- Rates for common destinations are provided.
- Other rates provided by the BMCCA Business Office.
- Exceptions.

Group meals

- How to handle receipts.

Travel Expense report

- Turn in all receipts within 3 business days after trip.
- All unspent funds must be turned in.
- Receipts issues with some vendors.

OFF CAMPUS EVENTS

MEAL RATES

		Meal rates for off campus event			
		New York City	Boston	Washington	Philadelphia
<u>Breakfast</u>		17	17	17	15
<u>Lunch</u>		18	18	18	16
<u>Dinner</u>		34	34	34	28

Revised as of Fall 2017

Budget Line Modification

Budget Line Item Transfer Request Form

*****Line Transfer Period: March 5, 2018 - April 13, 2018*****

Document No.

Name of Club

Today's Date

No.	Approved club budget line items	Approved Amount	Deduct	or	Add	Revised/New budget line items	NEW Amount	Board Approved
1			-		+			
2			-		+			
3			-		+			
4			-		+			
5			-		+			
6			-		+			
7			-		+			
8			-		+			
9			Deductions Sub-Total		Additions Sub-Total			
10								
BUDGET TOTAL			BUDGET TOTAL					

*****Remember both BUDGET TOTALs must be equal*****

Reason for each change:

Club President

Club Treasurer

Conflict of Interest

Official policy

CUNY Office of Counsel issued a Conflict of Interest Policy. The purpose of the conflict of interest policy is to protect the BMCC Association when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Director, Officer, Committee member, Manager, Program Advisor, Program Officer, Club President, Club Treasurer or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

For clubs all 4 executives (President, Vice President, Treasurer, and Secretary) are expected to sign the Conflict of Interest document.