

# Payment Voucher Guidelines

- A **Payment Voucher** is needed for all club expenditures, such as:
  - If you need to make a **payment** for an invoice received
  - If a club member needs a **reimbursement** for purchasing an item for the club
  - If you need to request an **advance**, so that an online transaction can be completed
  - If you need to **transfer** money to the Graphics Center to pay for your club promotional material
- A **Payment Voucher** is used for both Budget Accounts and Club Accounts and it is the only way funds can be disbursed from either type of account
  - Documentation for the expense must be attached to the voucher  
(see slides 14 – 16 for examples of documentation)
  - The voucher must be completed in its entirety
  - A club officer and club advisor must sign the voucher



Click [here](#) for a fillable **Payment Voucher** form.

# CLUB ACCOUNT


- EVERYONE HAS ONE
- A LETTER & 2 NUMBERS
- FUNDED THRU DUES, FUNDRAISERS, ETC
- CAN BE USED FOR ITEMS NOT FUNDED BY YOUR BUDGET
- FUNDS STAY WITH YOUR CLUB AND CARRYOVER TO THE NEXT YEAR

# BUDGET ACCOUNT

- REQUESTED/APPROVED BY SGA
- **CURRENTLY FROZEN!**
- 3 NUMBERS
- FUNDED BY THE STUDENT ACTIVITY FEE
- FUNDED FOR SPECIFIC ITEMS ALTHOUGH YOU CAN REQUEST A VARIATION
- FUNDS DO NOT CARRYOVER TO THE FOLLOWING YEAR

# Payment Voucher Guidelines

- ❑ Vouchers must be completed in pen (no pencil)
- ❑ A Club Officer must sign the voucher
  - ❑ The officer signing the voucher cannot be the person receiving the payment
- ❑ Documentation must be turned in with the voucher – receipts, invoices, contract, etc.
  - ❑ If there are issues found with the paperwork associated with the transaction, then the process will be delayed until the issue is resolved. Please allow additional time for these.



## PAYMENT VOUCHER

**SAA Office Use Only:**  
   
Date Received Vendor Code

Account#	Line#	Amount
		\$
		\$
		\$
Total Payment		\$0.00

Check one:  
 Mail  
 Pickup  
 Transfer  
 Venmo (Amount must not exceed \$50)

Is this an advance?  Yes  
If yes, advance receipts & unused cash are due within two (2) weeks of the advance date. No future advances will be issued until all receipts are submitted.

ORGANIZATION/CLUB NAME \_\_\_\_\_

Please process a check/transfer to \_\_\_\_\_

Venmo name if applicable \_\_\_\_\_

**Description of Expense**

(please attach appropriate documentation such as invoice, receipt, contract etc.) REV\_8-2020

Student Officer Signature \_\_\_\_\_

Student Officer Email Address \_\_\_\_\_

Advisor Signature \_\_\_\_\_

Advisor Email Address \_\_\_\_\_

SAA Representative Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

We hereby certify that the funds are being used in compliance with the policies, procedures and guidelines outlined in the ESU SGA Handbook for Recognized Clubs and Organizations.

# Payment Voucher Guidelines

- In the Account# and Line# table – enter the Budget and/or Club account to be charged.
  - If you are taking funds from both the budget and club account to pay the expense, you can use one voucher and list them as shown
  - You can also pay items that are charged to different expense line #'s
- Total Payment
  - If completing the fillable voucher, this will automatically calculate
  - If completing a paper copy, fill in the total payment amount

**ESU STUDENT ACTIVITY ASSOCIATION** **PAYMENT VOUCHER**

**SAA Office Use Only:**  
Date Received \_\_\_\_\_ Vendor Code \_\_\_\_\_

Account#	Line#	Amount
199	67	\$ 25.00
C99	67	\$ 3.28
C99	65	\$ 15.87
Total Payment		\$44.15

Check one:  
 Mail  
 Pickup  
 Transfer  
 Venmo (Amount must not exceed \$50)

Is this an advance?  Yes  
If yes, advance receipts & unused cash are due within two (2) weeks of the advance date. No future advances will be issued until all receipts are submitted.

**ORGANIZATION/CLUB NAME** Print/Type Your Club's Name Here \_\_\_\_\_  
Please process a check/transfer to **Payee's Name (name to be written on check)** \_\_\_\_\_  
Venmo name if applicable \_\_\_\_\_ If this is a Venmo payment, put the person's account # here \_\_\_\_\_

We hereby certify that the funds are being used in compliance with the policies, procedures and guidelines outlined in the ESU SGA Handbook for Recognized Clubs and Organizations.

**Description of Expense**  
Give a detailed description of the expense  
Attach documentation such as itemized receipts(s), invoice(s), contract, etc.

Student Officer Signature \_\_\_\_\_ Date \_\_\_\_\_  
Student Officer Email Address \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
Advisor Email Address \_\_\_\_\_

SAA Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

(please attach appropriate documentation such as invoice, receipt, contract etc.) REV\_8-2020

# Commonly Used Expense Codes (Line Numbers)

Expense Codes (Line Numbers) are the same for Budget accounts and Club accounts

54 – Contract Services

57 – Dues/Fees/Memberships

63 – Fundraising Expenses

65 – Food/Beverage

67 - Supplies

71 - Printing

75 - Travel

78 – Club shirts

85 – Professional Conference Expense



# Payment Voucher Guidelines

- Check the payment delivery method.
  - If to be mailed, include the address
  - If a Venmo payment, provide the person's Venmo account (Venmo payment limit is \$50)
- Organization/Club Name:
  - Print/type your club
- Payee Information Needed:
  - Please process a check/transfer to:  
Payee Name
    - Provide address in description area if a check is being mailed
    - Provide Venmo name if paying by Venmo

**ESU STUDENT ACTIVITY ASSOCIATION**

## PAYMENT VOUCHER

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Date Received: \_\_\_\_\_ Vendor Code: \_\_\_\_\_

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Venmo name if applicable \_\_\_\_\_ If this is a Venmo payment, put the person's account # here \_\_\_\_\_

**Description of Expense**  
Give a detailed description of the expense  
Attach documentation such as itemized receipts(s), invoice(s), contract, etc.

(please attach appropriate documentation such as invoice, receipt, contract etc.) REV\_8-2020

We hereby certify that the funds are being used in compliance with the policies, procedures and guidelines outlined in the ESU SGA Handbook for Recognized Clubs and Organizations.

Student Officer Signature \_\_\_\_\_ Date \_\_\_\_\_  
Student Officer Email Address \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
Advisor Email Address \_\_\_\_\_

SAA Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

# Payment Voucher - How to Complete

- Description of Expense
  - Detailed description of the expense
- Signatures:
  - SAA will request signatures electronically through AdobeSign.
  - Every voucher requires the signatures of a club officer and the advisor
  - If you are a club sport you must also obtain the signature of **Stephen Lynam**, Sports Activities Director
  - If you are a multicultural club, you must obtain the signature of **Lyesha Fleming**, Director, Center of Multicultural Affairs & Inclusive Education
- Attach documentation
  - Receipts, invoices, contracts, etc.

**ESU STUDENT ACTIVITY ASSOCIATION** **PAYMENT VOUCHER**

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Student Officer Signature \_\_\_\_\_ Date \_\_\_\_\_  
Advisor Signatu \_\_\_\_\_ Date \_\_\_\_\_  
SAA Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

(please attach appropriate documentation such as invoice, receipt, contract etc.) REV\_8-2020

*Leave Blank - will be completed electronically*

# Reimbursement: Requirements

## Receipt Requirements

- Vendor Contact Information
  - Name, address, phone
- Date of purchase
- Itemization
  - Individual items need to be listed on the receipt
- Proof of Purchase
  - Indicates balance is zero/zero balance due
- Method of Payment
  - Cash, Credit or Debit

Itemization

Method of Payment

Date



Vendor Contact Information

Proof of Payment



# Reimbursement – Online Purchases

The receipt requirements for online purchase reimbursements are the same. You should treat your order and shipping confirmation(s) as your receipt

## Online Receipt Requirements

- Vendor Contact Information
- Date of purchase
- Itemization
- Proof of Purchase
- Method of Payment
  - Cash, Credit or Debit

\*Amazon receipts only need the vendor name but most online receipts also require an email address and phone number

amazon.com

Final Details for Order #112-4336531-2599452  
[Print this page for your records.](#)

Order Placed: January 3, 2020  
Amazon.com order number: 112-4336531-2599452  
Order Total: \$50.00

Shipped on January 3, 2020		Date
<b>Items Ordered</b>	<b>Itemization</b>	<b>Price</b>
2 of: AmazonBasics XLR Male to Female Microphone Cable - 25 Feet, Black		\$10.59
Sold by: Amazon.com Services LLC		
Condition: New		
2 of: GLS Audio 15 Foot Guitar Instrument Cable - 1/4 Inch TS to 1/4 Inch TS 15-FT Brown Yellow Tweed Cloth Jacket - 15 Feet Pro Cord 15' Phono 6.3mm - Single		\$12.99
Sold by: GLS Audio, Inc. ( <a href="#">seller profile</a> )		
Condition: New		
NOTICE: GLS Audio, Inc. is the only seller of GENUINE GLS Audio products. We sell directly to the end user and do not have any dealers or distributors. The ONLY way to know for sure you are receiving GENUINE GLS Audio is to buy from us directly. All other sellers are offering generic, black market, or counterfeit goods with no warranty.		
<b>Shipping Address:</b>		
Daenerys Targaryen 123 Street Address East Stroudsburg, PA 18301		
<b>Shipping Speed:</b> One-Day Shipping		
<b>Payment information</b>		
<b>Payment Method:</b> Visa   Last digits: 1751		Item(s) Subtotal: \$47.16 Shipping & Handling: \$0.00 ----- Total before tax: \$47.16 Estimated tax to be collected: \$2.84 -----
<b>Billing address</b>	<b>Method of Payment</b>	<b>Grand Total: \$50.00</b>
Daenerys Targaryen 123 Street Address East Stroudsburg, PA 18301		<b>Proof of Payment</b>
<b>Credit Card transactions</b>		Visa ending in 1751: January 3, 2020: \$50.00

To view the status of your order, return to [Order Summary](#).

Conditions of Use | Privacy Notice © 1996-2020, Amazon.com, Inc. or its affiliates


Vendor Name & Contact

# Reimbursement – Invoice (Non-Contractual)

If your organization receives an invoice and would like to pay a company without the use of personal funds (the preferred method), you may make a payment by submitting the invoice to SAA

## Invoice Requirements

- ❑ Original company invoice
  - ❑ Must be an INVOICE (not a quote/estimate)
- ❑ Vendor Contact Information
- ❑ Itemization
- ❑ Balance Due



**BSN SPORTS**  
THE HEART OF THE GAME™

**Invoice**

**Invoice Number**  
**908250557**  
Due Date: 03/13/2020

Contact Us:  
1-800-227-7404  
www.bsnsports.com

Make check payable to:  
**BSN SPORTS LLC**  
P.O. Box 660176  
Dallas, TX 75266-0176

**Vendor Name & Contact Info**

Customer #: 2004303  
**Bill To:** East Stroudsburg University  
Mallion Recreation Center  
Attn: Lauren Motzkin  
200 Prospect St  
EAST STROUDSBURG PA 18301-2999

**Ship To:** Daenerys Targaryen  
123 Street Address  
East Stroudsburg, PA 18301

PO Number: CLUB MEN'S VOLLEYBALL  
Order Number: 302055165  
Terms: NT30  
Invoice Date: 02/12/2020

**Invoice Date**

Item Number	Item Description	Material	Color/Team/Size	Qty/ UOM	Unit Price	Extended Price
BA4130	B-DRY SLVLESS TEE BK MED	BA4130BKMED	BK MED	3 EA	29.00	87.00
BA4130	B-DRY SLVLESS TEE BK LRG	BA4130BKLRG	BK LRG	2 EA	29.00	58.00
BA4130	B-DRY SLVLESS TEE BK XLG	BA4130BKXLG	BK XLG	1 EA	29.00	29.00
BA4130	B-DRY SLVLESS TEE SLVR MED	BA4130SLVMED	SLVR MED	3 EA	29.00	87.00
BA4130	B-DRY SLVLESS TEE SLVR LRG	BA4130SLVLRG	SLVR LRG	2 EA	29.00	58.00
BA4130	B-DRY SLVLESS TEE SLVR XLG	BA4130SLVXLG	SLVR XLG	1 EA	29.00	29.00
BA4130	B-DRY SLVLESS TEE BK 3XL	BA4130BK3XL	BK 3XL	1 EA	29.00	29.00
BA4130	B-DRY SLVLESS TEE SLVR 3XL	BA4130SLV3XL	SLVR 3XL	1 EA	29.00	29.00
LETTERWCE	LWO External Description	LETTERWCE		14 EA	0.00	0.00

**Itemization**

**Thank you for your order. This invoice completes your purchase order.**  
For real-time order status and tracking information go to [www.bsnsports.com](http://www.bsnsports.com)

**IMPORTANT NOTE ABOUT OUR INVOICES**

We know smooth processing of our invoice is important to you. If you have any questions about this invoice, please call your Accounts Receivable Service Representative (800-227-7404). We will be happy to answer your questions. Please remember to include our invoice number on your payment remittance so we can properly apply your payment to your account. Enjoy the benefits of online access. To enroll online or pay as a guest, go to [www.BSNBilling.com](http://www.BSNBilling.com).

Thank you for your business.

**To better service your account, please include invoice numbers on your remittance**

Customer #	Invoice #
2004303	908250557
	Due Date: 03/13/2020

Merchandise	Other	Freight	Sales Tax	Invoice Total	Payment/Credit Applied	Total Invoice Amount Due
\$408.00	\$0.00	\$25.12	\$0.00	\$433.12	\$0.00	\$433.12

BSN SPORTS Terms and Conditions apply to all of your orders with us and our affiliates. At any time, these terms and conditions can be found at [www.bsnsports.com/terms](http://www.bsnsports.com/terms)  
Past due balances are subject to a finance charge of 1.5% per month or the highest rate permitted by applicable law, whichever is lower.  
BSN SPORTS accepts payments by check, credit card, ACH or wire.  
If you need a copy of an invoice, please call 1-800-227-7404.

Page 1 of 2

**Balance Due**

# Payment Process – Submitting for Payment

**ESU STUDENT ACTIVITY ASSOCIATION**

## PAYMENT VOUCHER

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ORGANIZATION/CLUB NAME: \_\_\_\_\_ Print/Type Your Club's Name Here

Please process a check/transfer to: \_\_\_\_\_ Payee's Name (name to be written on check)

Venmo name if applicable: \_\_\_\_\_ If this is a Venmo payment, put the person's account # here

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Description of Expense  
Give a detailed description of the expense  
Attach documentation such as itemized receipts(s), invoice(s), contract, etc.

Student Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Student Officer Email Address: \_\_\_\_\_  
Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Advisor Email Address: \_\_\_\_\_  
SAA Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_



- Save the completed voucher to your computer
- Email completed Payment Voucher along with documents to Sharon Wary at [swary@esu.edu](mailto:swary@esu.edu) by **8 am Mondays**
- Check your email daily for an AdobeSign email. Sign this ASAP

- Once officer signs, the document will automatically be forwarded to the advisor, and then back to SAA for processing. Signed vouchers received by Tuesday will be processed on Wednesday.

- **Delays in signing will delay payment**

# Payment Process – The Business Office side

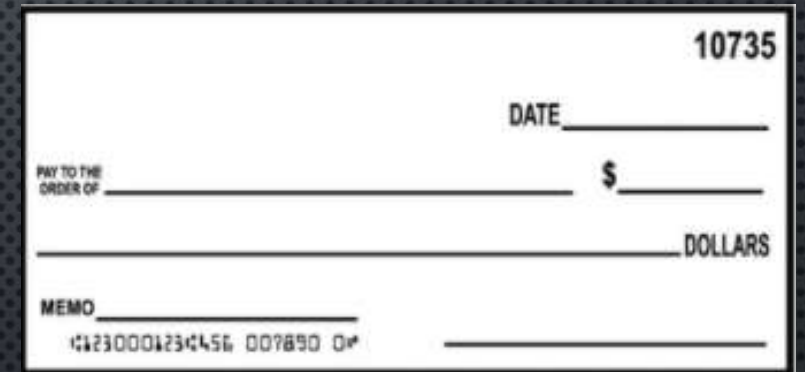
All transactions undergo a step-by-step process to maintain accuracy and efficiency.

- 1) First, all transactions are reviewed by an Account Manager to make sure there are sufficient funds to cover the item and to make sure all the attached paperwork is correct and completed correctly
- 2) The paperwork then undergoes a second review by a SAA Representative to double-check that the information is correct and that SGA policies are being followed.
- 3) The information is reviewed again as it is entered into our accounting system by an Account Manager who then proceeds with the check printing/Venmo Payment process
- 4) Once checks have been printed, the vouchers are reviewed one final time to verify that the checks/Venmo payments are charged to the right organization for the exact amounts.



# Payment Process - Distribution

- Due to limited staffing during the pandemic, the Business Office will issue checks on Wednesdays only
  - Checks will be mailed the next business day



10735

DATE \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

MEMO \_\_\_\_\_

⑆23000123456 007890 0⑆ \_\_\_\_\_



- VENMO Payments will be processed weekly



# STUDENT ACTIVITY ASSOC., INC. BUSINESS OFFICE

UNIVERSITY CENTER  
ROOM 223

The building is currently closed  
but we will respond to your calls and emails during  
our regular business hours of

Monday – Friday  
8 am – 4:30 pm



# Find us online

A screenshot of the top portion of a website. The header is dark grey with the ESU Student Activity Association logo on the left and a navigation menu on the right. Below the header is a large red banner with white text. The text reads: "STUDENT ACTIVITY ASSOCIATION" in a small font, "Business Services" in a large, bold font, and a paragraph below: "We are here to help! Our staff will answer your questions and provide guidance through the policies and procedures regarding SAA funding." The bottom of the banner has a white, wavy border.

ESU STUDENT ACTIVITY ASSOCIATION

Home ▾ About ▾ Clubs & Organizations ▾ Campus Rec & Wellness ▾ Stony Acres ▾ Student Engagement ▾ Services ▾

STUDENT ACTIVITY ASSOCIATION

## Business Services

We are here to help! Our staff will answer your questions and provide guidance through the policies and procedures regarding SAA funding.

[esu.edu/saabusines](https://esu.edu/saabusines)


**Forms** – fillable forms & instructions

**Club Finances** – general information & financial tools

**Sales & Sign-ups** – trips, stamps, movie tickets, Pocono Pony

A screenshot of the "Services" section of the website. The title "Services" is centered at the top. Below it are three white cards, each with a colored circular icon at the top, a title, a short paragraph of text, and a "LEARN MORE" button at the bottom. The first card has a purple icon of a document and is titled "Forms". The second card has a green icon of a dollar sign and is titled "Club Finances". The third card has an orange icon of a bar chart and is titled "Sales & Sign Ups".


## Services



### Forms

Here you'll find the procedures and forms needed for many of your club activities, events and travel.


LEARN MORE



### Club Finances

Here you'll find important information regarding club finances, processes, and financial responsibilities.

LEARN MORE



### Sales & Sign Ups

Here you'll find information about trip sign ups, stamps, Pocono Pony passes, and discounted movie tickets.

LEARN MORE

# Find us online - WarriorLink

## Campus Links

Handbook for Student Organizations

myESU

Voucher/ Venmo/ Finance

Fundraising Registration Form for SAA Student Organizations

ESU Student Activity Association

ESU Homepage

SAA Account Access (on campus only)

## WarriorLink to the Business Services website

An easy way to get to the SAA Business Services website

An easy way to get to the Fundraising Registration Form

Online access to your club account balance & activity. You must be on campus to access this feature.





# We are here to help you.....



Sharon Wary  
Account Manager  
570-422-2974  
swary@esu.edu



Doreen McCord  
Account Manager  
570-422-2999  
dmccord1@esu.edu



Jan Dalton  
Director of Business Services  
570-422-3256  
jdalton@esu.edu

University Center, Room 223

Monday – Friday 8 am – 4:30 pm