

THE SLIC'S GUIDE TO...

Completing an ASBC Form

1. Student Org. Name: The name of the organization that received funding
2. Requesting Party: Name of person filling out the form
3. Phone: Requesting party's cell phone number
4. Email: Requesting party's email address

5. Payable to: Name of the person who made the purchases (Purchaser)
 - Name on receipts/invoices MUST match the purchaser's name
6. Tax ID/SSN/Student ID
 - If the check is being sent to a company: Call/email the company to find out their Tax ID # and have them fill out a W-9 form. You will need to submit the W-9 along with your request.
 - If the check is being processed to an individual: Provide the purchaser's social security number or USD ID #
7. Address: Purchaser's business or home address
 - Check will be mailed to address provided, unless the purchaser/company signed up for direct deposit
8. Email: Purchaser's email address
9. Phone: Purchaser's phone number
10. Amount: Total amount to be paid to the purchaser/company

11. Title of Event: Title of the event as it was approved on Torero Orgs
12. Number of attendees: Total number of people at the event. This number should match the number of individuals on the submitted sign-in sheet if food was purchased.
13. Items purchased: Detailed summary of purchases made and what the items were used for
14. Justification of purchase: Description of how purchased items were utilized
15. Hold Check at Accounts Payable: Check will be held at accounts payable once ready and will need to be picked up and hand delivered. *Only to be used with performance contracts

USE ONLY FOR INTERCAMPUS TRANSFERS

P: Project	For Example:	P: ABCD00000
O: Organization		O: Associated Students
E: Expenditure		E: Misc.
T: Task		T: 01
S: Source		S: 10000

16. Check needed: Do not write ASAP. Please allow 10-14 business days for processing
17. Amount: Total of all the receipts being reimbursed to the purchaser
 - **The receipts that are being reimbursed must all be for the same individual**
 - **One person may not be reimbursed for another person's purchases. Multiple ASBC forms must be completed if there were multiple purchasers**
 - **Receipts must indicate how items were paid for (i.e. cash, check, credit card)**
 - **Receipts must be itemized**
18. Proof of Purchase: A copy of the credit card used with the last 4 digits and name of purchaser visible OR a copy of the purchaser's bank statement showing the purchase

STUDENT LEADERSHIP, INVOLVEMENT and CHANGEMAKING

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Student Life Pavilion, 3rd Level