

## **Purchasing & Payroll procedures for BCF-Administered Grants**

### **Reimbursement from your BCF grant for item paid from personal monies to purchase equipment/supplies, etc.**

1. Complete the Reimbursement Request-Schedule of Cash Expenditures Form
2. Attach either the invoice with a copy of your credit card statement/receipt OR invoice (*vendor's invoice has to state that the item was paid*)
3. Submit to Nabila Guirguis at Box D-0601
4. Send photocopy of check request and invoice to SPAR, Box J-1010

### **Purchase equipment**

1. Complete a Baruch College purchase requisition form, include the BCF account number that should be charged.
2. Attach a quote from the vendor (*if one is available*).
3. Submit the original requisition form to Jorge Sanchez, Box D-0511, in the Budget Office for approval. (*Budget Office will forward to BCF controller for verification of funds and BCF will send requisition form to Purchasing, which places the order for the equipment.*)
4. Send a photocopy of requisition form to SPAR, Box J-1010
5. The vendor mails the invoice to the BCF controller and the BCF controller forwards it to Department. (*If the invoice arrives at the Department directly, please skip to #6*)
6. Department fills out a BCF check request form
7. Department circulates form for authorization—Department Chair is the 1st signature and Dean is the 2nd signature
8. Department submits fully authorized check request form with invoice attached to Nabila Guirguis, BCF Controller's Office, Box D-0601.
9. Department sends photocopy of check request and invoice to SPAR, Box J-1010

### **Hiring a Student or Paying for Your Summer Salary**

1. Complete the BCF PAF hire forms (*you can get this from SPAR*)
2. After Alan Evelyn has signed it, SPAR will submit it to Nabila Guirguis for processing
3. You and/or your employee must submit timesheets to SPAR in accordance to the BCF deadline schedule (*you can get this from SPAR*)