

# SABSC Outside VENDOR Form

PRINT CLEARLY OR TYPE, SEE PAGE 2/BACK OF FORM FOR INSTRUCTIONS

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Chartstring Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Chartstring:

<u>Dept ID</u>	<u>Fund</u>	<u>Fund Source</u>	<u>Program</u>	<u>Function</u>	<u>Property</u>	<u>Account (SABSC Use)</u>

Event Name: \_\_\_\_\_ Date of Expense: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount: \_\_\_\_\_

Full Description of Expense: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Make Check Payable To: _____
Address: _____
City, State, Zip: _____ Phone: _____
BC Vendor ID #: _____
Provide the Vendor ID # above. The request will be returned if the Vendor cannot be found
To obtain a BC Vendor ID #, the vendor must complete a <b>W-9 Form located at:</b>
<a href="http://www.bc.edu/offices/buy/businesswith.html">http://www.bc.edu/offices/buy/businesswith.html</a>

### Approvals:

1<sup>st</sup> Authorization (Print): \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

2<sup>nd</sup> Authorization (Print): \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

----- **For SABSC Use Only** -----

Comments: \_\_\_\_\_  
\_\_\_\_\_

Voucher #: \_\_\_\_\_ Date: \_\_\_\_\_ Processed by: \_\_\_\_\_

## How to Ensure Effective Processing

### General

- This form is used to pay an outside vendor-- NOT for reimbursements to BC students or BC employees
- Fill out the Outside Vendor Form completely and legibly. The form can be filled out on-line and printed
- The form must be signed by the appropriate signatories
- For your records, make a copy of all paperwork before submitting
- BC cannot make a payment to an outside vendor with an order confirmation. Invoice Required

### Required for Payment

- Invoice required for payment.
- The total of the invoice must match the total amount listed on the Outside Vendor Form
- Invoice must be submitted and paid after services were performed or after the event took place. BC does not make advance payments to outside vendors
- Supporting Documentation
  - Original invoice (or receipt) required for all payment requests
  - Travel Expenses Report required for travel reimbursement requests
  - List of attendees for all on and off campus meals and for catering services

### Checking on a Payment

- It can take 14 business days for a check to be processed through the University System *if all forms are completed correctly and all appropriate supporting documentation is attached. Inaccurate/incomplete paperwork will hold up the process!*
- If you would like to check on the status of a check request, go to your Department MyFiles folder, retrieve the Voucher Number written at the bottom of the form, and then send an email to [sabsc@bc.edu](mailto:sabsc@bc.edu). If the paperwork is not in MyFiles, send an email to [sabsc@bc.edu](mailto:sabsc@bc.edu) with the payee name, the chartstring name, and the amount

### Check Routing

- Vendor checks will be mailed to the address provided on the Outside Vendor Form unless otherwise indicated. Please be sure the remit address matches the address on the invoice.
- Direct Deposit/Electronic Fund Transfer (EFT) is preferred and will allow the vendor to receive payment in a more efficient and timely manner. EFT checks cannot be held for pick up
- Vendor can sign-up for direct deposit at <http://www.bc.edu/content/dam/files/offices/buy/pdf/ACHForm.pdf>