Tips for making sure Rice pays you back

• All receipts must be itemized
• Rice policy for gratuities is 15% (tips for having pizza delivered)
• Turn in your receipts the week you make the purchase

Petty Cash
  ○ Less than $25, get cash from treasurers
    ▪ **Itemized** receipt (preferably within 1 month of purchase)
  ○ $25–$100, Cash Voucher
    ▪ **Itemized** receipt to treasurer
    ▪ Treasurers fill out form and copy receipt
    ▪ Take form and **id** to cashier’s office (in Allen Center) before 3 pm, M–F
    ▪ Return yellow carbon copy to treasurer (within 1 week of reimbursement, please)
  ○ Less than $100, cash advance (before purchase is made)
    ▪ Know total for paperwork in advance
    ▪ Take form to cashier’s office (in Allen Center) before 3 pm, M–F
    ▪ Turn in **itemized** receipt to treasurer as well as any leftover cash

• Check Requests receipts over $100
  ○ With **itemized** receipt
    ▪ Get check request form from treasurer
    ▪ Check should be processed in 3 to 5 business days
  ○ Without itemized receipt
    ▪ Get missing receipt affidavit from treasurer
    ▪ Check should be processed within a week

• Paying an affiliated individual for a service
  ○ Written, dated, signed statement of services rendered and amount agreed upon
  ○ Include student number or social security number (if non Rice)
• Check should be processed in 3 to 5 business days

• Invoices
  ○ For large purchases, ask for an invoice from vendor
    ▪ Turn in invoice to treasurer at least 1 week before payment is needed
    ▪ Inform vendor payment will be carried out by Rice and ask to be told when is has been paid

• Inner-departmental transfers
  ○ Discuss with other department (i.e. H&D or RUPD) the option of transfer
  ○ Tell treasurer the purpose and the amount
  ○ Transfer should only take 1 day to process

• P-Cards—declining balance
  ○ If you would like a p-card for an event, talk to treasurer 3–4 (or 5) weeks in advance
  ○ If treasurers give you a P-Card for your position or event
    ▪ Go to P-Card training (30 minutes max)
    ▪ Email treasurer: what, where, when, why for each transaction (day of, preferably before)
    ▪ Turn in all itemized receipts to treasurer w/in 3 days of purchase
    ▪ Forward monthly statements to treasurer at end of month