

CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES

Forms for Treasurers

Instructions

On the following pages are the forms to be submitted by individuals either receiving funds or reimbursement. The first two pages are to be used by persons receiving cash, checks, or gift cards (see Note 2 below). The form should be completed before the person receives the funds. The next two pages are to be filled out by persons that need to receive funds, the first is to be used to reimburse individuals for payments made by them to organizations (receipts—and not invoices—must be attached) and the second is to be used to send awards or honoraria to individuals (there is a separate form to be used for all travel reimbursements.) The last page (titled “Page 2”) is to be included whenever one of these two forms is used to allow the recipient to select the form of reimbursement.

We are required to keep the answers to the questions on these forms by the IRS.

The Regional Treasurer is to sign the form and indicate the expense line(s) to which the expense is to be charged. As an alternative, the treasurer can send an e-mail to the Consortium Treasurer indicating the amount to be paid to each individual and the lines to which the expenses are to be charged.

An organization is reimbursed by submitting an invoice to the Consortium Treasurer. Payments can only be made to the organization at the address listed for an invoice. Invoices should be submitted in electronic form to treasurer@ccsc.org. If needed, hard copy can be submitted to

Susan Dean, CCSC Treasurer
5 Maple Street
Walton, NY 13856

If you must send a hard copy, please also inform treasurer@ccsc.org that it has been sent, and be aware payment may be significantly delayed.

Regional Treasurers can also contact the Consortium Treasurer via email at the above address to arrange for payments to be made by credit card.

Note: NO payments can be made to individuals without the use of one of these forms. The Consortium is not organized to be able to pay individuals for services rendered. All such requests must be made by organizations or other established businesses.

Note 2: The CCSC National Treasurer no longer provides gift cards. If a conference chooses to award gift cards as prizes, the recipient must fill out this form, and the person supplying the cards for the conference must submit the reimbursement request form with appropriate documentation.

CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES

Receipt of Cash (or gift cards*)

Received \$. from CCSC: Conference for

Name:

Permanent Address:

Are you a ☐ citizen or ☐ resident of the United States? Yes ☐ No ☐

If not, of what country are you a citizen? _____

Are you related to ☐ or have a close business relationship ☐ with any officer or former officer of the Consortium for Computing Sciences in Colleges? Yes ☐ No ☐

If so, who? _____

Signature:

Date:

This should be given to the conference treasurer for submission.
(Note to Conference Treasurer: You can scan this form and e-mail a pdf of it to treasurer@ccsc.org.)

Approval by Regional Treasurer

Signature:

Date:

Budget Line(s)

- If a conference chooses to award gift cards as prizes, the recipient must fill out this form.

CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES

Receipt of Check

Received \$. from CCSC: Conference for

Name:

Permanent Address:

Are you a ☐ citizen or ☐ resident of the United States? Yes ☐ No ☐

If not, of what country are you a citizen? _____

Are you related to ☐ or have a close business relationship ☐ with any officer or former officer of the Consortium for Computing Sciences in Colleges? Yes ☐ No ☐

If so, who? _____

Signature:

Date:

This should be given to the conference treasurer for submission.

(Note to Conference Treasurer: You can scan this form and e-mail a pdf of it to treasurer@ccsc.org.)

Approval by Regional Treasurer

Signature:

Date:

Budget Line(s)

CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES

Reimbursement Request

I request \$. from the CCSC: Conference for

Name:

Permanent Address:

Phone Number (needed for the bank to issue check-US address only):

Are you a ☐ citizen or ☐ resident of the United States? Yes ☐ No ☐

If not, of what country are you a citizen? _____

Are you related to ☐ or have a close business relationship ☐ with any officer or former officer of the Consortium for Computing Sciences in Colleges? Yes ☐ No ☐

If so, who? _____

Signature:

Date:

Attach original receipts to the form and have it approved by the Conference Treasurer. Also attach Page 2 to indicate how you would like to be paid.

This form can only be used for an individual; organizations must submit an invoice.

Signature of Conference Treasurer:

Date:

Budget Lines:

(Note to Conference Treasurer: You can scan this form and e-mail a pdf of it to treasurer@ccsc.org.)

Last Revised: Sept. 2, 2014

CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES

Request for Payment

Send \$. from the CCSC: Conference for

Name:

Permanent Address:

Phone Number (needed for the bank to issue check-US address only):

Are you a ☐ citizen or ☐ resident of the United States? Yes ☐ No ☐

If not, of what country are you a citizen? _____

Are you related to ☐ or have a close business relationship ☐ with any officer or former officer of the Consortium for Computing Sciences in Colleges? Yes ☐ No ☐

If so, who? _____

Signature:

Date:

Attach original receipts to the form and have it approved by the Conference Treasurer. Also attach Page 2 to indicate how you would like to be paid.

The form can only be used for awards or honorariums; payments for services rendered must be requested by an invoice.

Signature of Conference Treasurer:

Date:

Budget Lines:

(Note to Conference Treasurer: You can scan this form and e-mail a pdf of it to treasurer@ccsc.org.)

PAYMENT OPTIONS

1. Check mailed to the address one the first page or to the address below if you don't want it mailed to your permanent address. _____
The bank will mail you a check in a plain white envelope.

Mailing address:

2. PayPal payment to your e-mail address (or the one listed here) _____

3. Direct Deposit into your bank account

For Bank of America and Wells Fargo you need to provide either your account number, your e-mail address, or your mobile phone number. The e-mail address you provide must be registered with your bank's on-line banking site within the next fourteen days (unless you have already registered it.) Your mobile phone number must be registered with your bank to receive text messages (before now.) This will also work for most national banks, many regional banks, and some local institutions. Enter your e-mail address or mobile phone number for other banks. If they are not participants, I will contact you for your account number, which will work for 99% of US banking institutions.

Bank Name:

(Need only one of the following)

Account No:

Registered e-mail:

Registered Mobile Number:

CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES

Request for Refund

Send \$. from the CCSC: Conference for

Name:

Permanent Address:

Phone Number (needed for the bank to issue check-US address only):

Are you a ☐ citizen or ☐ resident of the United States? Yes ☐ No ☐

If not, of what country are you a citizen? _____

Are you related to ☐ or have a close business relationship ☐ with any officer or former officer of the Consortium for Computing Sciences in Colleges? Yes ☐ No ☐

If so, who? _____

Signature:

Date:

The form can only be used for awards or honorariums; payments for services rendered must be submitted by an invoice.

Signature of Conference Treasurer:

Date:

Budget Lines:

(Note to Conference Treasurer: You can scan this form and e-mail a pdf of it to treasurer@ccsc.org.)