

# The Enhanced Learning In the Classroom(ELIC) Grant

Congratulations on receiving the award for **Enhanced Learning In the Classroom**. Now that you have received the award notification from the Office of Student Affairs you may be asking yourself what do I need to do?

This presentation illustrates the Disbursement Process for ELIC funds. If this is your first time using ELIC funds then a meeting with the Business Manager of the BMCC Association is recommended and this presentation should then only be supplemental.

# Getting Started

- The Disbursement Process for using ELIC funds depends on how the funds are to be used. Four common ways ELIC funds are used are:
  - 1. Honorariums for speakers or performers.
  - 2. Admission for classes to off-campus sites such as museums.
  - 3. Purchase of materials to support classroom projects.
  - 4. Refreshments for on-campus events.

In all cases a Disbursement Voucher must be filled out. This form can only be obtained from the BMCC Association Business Office in room S-230. Let us look at the which documents are needed for each of the 4 situations.

# The Disbursement process for honorariums.

## Documents needed:

1. A Disbursement Voucher
2. A Personal Service Contract form
3. A short biography of the speaker or performer

In addition to the Personal Service Contract a short biography is needed. The completed forms are reviewed for approval by the BMCC Association Business Office and the Office of Student Affairs. Once approved a check will be made for the speaker or performer. The check can be picked up by staff or the speaker/performer.

# The Disbursement process for admissions

## Documents needed:

1. A Disbursement Voucher.
2. A written quote from the institution that will be visited.
3. If the event is dining at a restaurant then an advanced bill is needed. If the restaurant does not accept a school check then a credit card authorization form is needed.
4. In some cases an institution will only accept cash so a Pre-Bill form will be needed and a school check will be made payable to the chaperone for the trip.

The completed forms are reviewed for approval by the BMCC Association Business Office and the Office of Student Affairs. Once approved a check will be made for the place of visit or the trip's chaperone. The check should be picked up in advance of the trip by the chaperone.

# The Disbursement process for classroom materials

## Documents needed:

1. A Disbursement Voucher.
2. A quote from the vendors for the goods you wish to order. Print outs from vendor websites are acceptable.

3 bids are required on per vendor purchases for all dollar amounts. The exception to 3 bids are:

- Sole-source vendor items. These are items that are provided by only one vendor.
- Purchases through contracted vendors such as the college's Barnes & Nobel book store.

The completed forms are reviewed for approval by the BMCC Association Business Office and the Office of Student Affairs. Once approved, the items will be purchased by the BMCC Association Business Office. Once the items are received the ELIC awardee will be contacted.

# The Disbursement process for refreshments

## Documents needed:

1. A Disbursement Voucher.
2. MBJ food order (submitted to MBJ)

MBJ is the contracted vendor that operates the school's cafeteria in the main building. A food order form can be obtained from a manager in the cafeteria. The order will include date, time, and room number for delivery . Ensure the cost of the order is in line with the ELIC amount awarded. The order is to be submitted to MBJ which will forward a bill to the BMCC Association Business Office which will authorizes the order for the day of the event.

For orders from off campus sources please see the Business Manager.

# How to fill out a Disbursement Voucher



Control No. \_\_\_\_\_

**BOROUGH OF MANHATTAN COMMUNITY COLLEGE ASSOCIATION, INC.**  
 199 Chambers Street, Rm S233 New York, N.Y. 10007 Phone: (212) 220-8163

**DISBURSEMENT VOUCHER**

1

DATE \_\_\_\_\_

REQUESTING ORGANIZATION \_\_\_\_\_ PHONE \_\_\_\_\_

BUDGET CATEGORY \_\_\_\_\_ ACCT. NO. \_\_\_\_\_

2

**MAKE CHECK**

PAYABLE TO: \_\_\_\_\_  MAIL CHECK TO VENDOR

ADDRESS \_\_\_\_\_  CHECK WILL BE PICKED UP

CITY/STATE/ZIP \_\_\_\_\_  BMCCA CREDIT CARD

PHONE \_\_\_\_\_

3

PURPOSE OF EXPENDITURE (Include: Name & Date of Event) **Itemized Amounts**

PURPOSE OF EXPENDITURE (Include: Name & Date of Event)	Itemized Amounts	

4

ORIGINAL INVOICE/RECEIPT, BIDS, PERSONAL SERVICE CONTRACT, etc. **PAY THIS AMOUNT**  
 MUST BE ATTACHED.

The signers below certify that the expenditures are necessary, proper and are made within the budgetary limitations of the above fund.

TITLE	PRINT NAME	SIGNATURE	DATE
PRESIDENT	_____	_____	_____
TREASURER	_____	_____	_____
FACULTY ADVISOR	_____	_____	_____
ALLOCATING BODY (SGA for Club Requests)	_____	_____	_____
Authorized College Official (OSA, Athletics, Media)	_____	_____	_____
BMCC Association	_____	_____	_____
V.P. of Student Affairs	_____	_____	_____

5

**CHECK PICKED UP BY:**

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**FOR OFFICE USE ONLY**

CHECK NO. \_\_\_\_\_ DATE \_\_\_\_\_

Amount \$ \_\_\_\_\_

Check Mailed \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

White – BMCCA Copy      Yellow – Originator's Copy      Pink – Student Government Association Copy

- 1) Fill in today's date.
- 2) Fill in the name and address of the vendor to be paid. If the check is to be made out to you, only your name and department is required.
- 3) Indicate if check is to be picked up, mailed out or the order should be done by credit card.
- 4) Itemize all the charges with full descriptions. Total all the charges and write total in the 'Pay This Amount' box.
- 5) Print name, signature, and date in the row titled 'Authorized College Official'.





# How to fill out the Personal Service Contract



**BOROUGH OF MANHATTAN COMMUNITY COLLEGE ASSOCIATION, INC.**  
 199 Chambers Street Room 5233 New York, N.Y. 10007 Phone: (212) 220-8163

## PERSONAL SERVICE CONTRACT

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, between  
(Date) (Month) (Year)  
 Borough of Manhattan Community College Association, Inc. and \_\_\_\_\_  
(Contractor or Agent)  
 on behalf of \_\_\_\_\_  
(Name of Organization)  
 to perform \_\_\_\_\_  
(Type of Activity)  
 on \_\_\_\_\_ at \_\_\_\_\_  
(Date) (Location)  
 between the hours of \_\_\_\_\_ and \_\_\_\_\_. It is agreed that as full  
 compensation for the services noted above, the contractor shall be paid \$ \_\_\_\_\_.  
 Payments shall be made as indicated below:  
 a) Deposit of \$ \_\_\_\_\_ on \_\_\_\_\_.  
 b) Balance of \$ \_\_\_\_\_ to be paid upon completion of performance.

The vendor is responsible for the content of the performance. Explicit acts and language that target and offend individuals based on gender, race, religion, creed, ethnic origin, weight and sexual orientation as well as derogatory language are strictly prohibited.

Neither party will be bound by any statements or representations that are inconsistent with the terms of this agreement or which include a promise not herewith contained. Neither party may assign its rights nor delegate its performance under this agreement without first obtaining the other party's written consent.

Name of Organization/Agent (Contractor) \_\_\_\_\_  
 Number and Street \_\_\_\_\_ Apt. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**AGREED AND ACCEPTED**

**NOTE:** This contract is not valid until both parties have signed below.

Agent's Full Name (Print) \_\_\_\_\_ BMCC Chief Student Affairs Officer (Print) \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
 Date \_\_\_\_\_ Area Code \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

- 1) Fill in all the information on what services are to be rendered in which location, day, time, duration, amount to be paid, etc.
- 2) The speaker or performer must fill in this section with their name and contact information.
- 3) The speaker or performer must fill out and sign this section. Only after signing this part can then the Vice President of Student Affairs sign off in the lower right corner to make this a legally binding contract.

1

2

3

# Other documents in the Personal Service Contract package



W-9 & I-9 forms



Biography (short)



Copies of ID

**Important:** The IRS Tax Code requires the Association to obtain:

- Form I-9
- Form W-9
- Copies of government issued identification

Both IRS forms I-9 & W-9 must be filled out by the vendor to receive payment for services provided. Additional ID must be submitted and are listed within the Personal Service Contract package. If the vendor is an individual the I-9 and W-9 must be filled out in person in our office. If the vendor is part of a company that is being paid then only the W-9 is required and it may be e-mailed or faxed in to our office. No government issued identification is required in that circumstance. A short biography (minimum 1 paragraph) of the vendor must also be provided.

# What is needed to complete the process?

After the event a copy of the class attendance sheet must be submitted to the BMCC Association Business Office.



Original receipts from off-campus trips must be turned into the our office. This is required when checks are made payable to the chaperone for the off-campus event.



# Links to forms

- [Personal Service Contract](#)
- [Pre-Bill](#)

# Common mistakes to avoid

- Ensure the lower left hand corner of the Personal Service Contract is signed by the speaker or performer.
- Submit Disbursement Voucher ahead of time so payments can be ready. It is recommended that the voucher is submitted 10 business days in advance of the event.
- For admissions ensure that a check from the school will be accepted by the vendor.

# Contact us

BMCC Association Inc.

Room S-230

9:00am – 6:00pm

Phone (212) 220-8163

Fax (212) 346-8527

Business Manager (212) 346-8521