

## Expense Voucher/Direct Payment Request Frequently Asked Questions

What can an expense voucher be used for?

- To pay for expenses such as license fees, subscriptions, dues/memberships, conference registration fees, refunds/reimbursements, and payments to grant recipients.
- Payment of invoices for goods/services up to \$5,000.00.
- Other payments as deemed necessary at the discretion of the Procurement Manager/Controller.

What do I do if the person/owner of a business I want to use is an employee of RRCC/CCCS/other college employee?

- Payment would be made through payroll. Please reach out to Human Resources for further guidance.

What do I do if the person/owner of a business I want to use is a PERA Retiree?

- For a PERA retiree the expense voucher cannot be used, a purchase order needs to be completed and submitted at least two weeks prior to the scheduled event.

Where can I find the form?

- The most up-to-date voucher can be found on the [Purchasing webpage](#).

Where do I obtain a Direct Pay # EV number?

- Voucher numbers are six digits created by the initiator of the form and should be unique to each voucher. This number is to help track the voucher especially if you have multiple vouchers for the same vendor/payee.

Do I have to fill in all the blanks on the form?

- Yes. Please complete the fill in form electronically in its entirety.

If the invoice doesn't fit in the options provided in the purpose section, what do I do?

- Select other and define the purpose. i.e. grant stipend, field trip, etc.

What is a fiscal delegate signature form? Do I need one to sign the voucher as 1<sup>st</sup>/2<sup>nd</sup> Level Approval? How do I know if I have/need one?

- Signature forms are required to reflect that you have purchasing authority and can sign the voucher.
- If you are unsure or don't know, please reach out to [Renee.Murillo@rrcc.edu](mailto:Renee.Murillo@rrcc.edu).

Do you require wet signatures, or can I use Adobe sign?

- Wet signatures are acceptable.
  - Remember to complete the "Okay to Pay", sign and date **the invoice**.
- Adobe sign is acceptable. You will need to combine the voucher, invoice, and any additional required paperwork into one complete PDF to send through Adobe.
  - Remember to complete the "Okay to Pay", sign and date **the invoice**.

Where do I submit the expense voucher along with invoice and any additional required paperwork?

- All vouchers need to be submitted electronically to [Lynn.Beltran@rrcc.edu](mailto:Lynn.Beltran@rrcc.edu).
  - Remember to include the payee's name in the subject line of the email.

If I personally am approved for a reimbursement, do I use an expense voucher?

- Yes. Remember to submit a paid itemized invoice/receipt with the form.

Can I sign the expense voucher for my own reimbursement?

- No, you will need to have another person in your division with signature authorization sign as first and second level.

If the purpose of the expense voucher is to pay for on-site services, how do I know if insurance is on file?

- You can email [Renee.Murillo@rrcc.edu](mailto:Renee.Murillo@rrcc.edu) and/or [Lynn.Beltran@rrcc.edu](mailto:Lynn.Beltran@rrcc.edu) to see if there is a current insurance certificate on file.

If a current insurance certificate is not on file, am I required to request and receive one **prior** to on-site services being completed?

- Yes, a copy should be submitted with the voucher.

What does the Independent Contractor (IC) paperwork include and where is it located?

- It includes the “W9”, “PERA Retiree Questionnaire” and “Independent Contractor Questionnaire” located on the [Purchasing webpage](#).
  - Remember to attach the completed forms to the voucher.

If I am paying less than \$5,000.00 for a guest speaker, do I need to do a PO?

- You can use the expense voucher unless the guest speaker is an employee of RRCC/CCCS/other college employee or a PERA Retiree.
  - Remember to vet the guest speaker before committing to ensure they are not one of the above.
  - Remember to attach a completed W9, PERA Retiree Questionnaire and invoice.
- If a guest speaker requires a contract/agreement, see question below.

What do I do if a vendor sends me an agreement/contract that needs to be signed? Am I allowed to sign it?

- Submit the agreement to [Renee.Murillo@rrcc.edu](mailto:Renee.Murillo@rrcc.edu) for review.
- Some agreements can be signed by RRCC Authorized Personnel if the State Controller Policy is being followed. Renee will provide you with additional guidance.
  - You are not authorized to sign.

For conference registrations for which a PCard cannot be used, am I required to attach a copy of the travel form with the expense voucher?

- Yes, the fully approved form needs to be attached with the voucher and invoice if the conference is overnight/out-of-state.

For catering payments less than \$5,000.00 for which a PCard cannot be used:

- Am I required to attach the approved Official Function form?
  - Yes.
    - Remember to include the itemized invoice, flyer/agenda, and sign in sheet.
- Am I required to collect the Independent Contractor paperwork?
  - Yes, if the catering service requires set up/breakdown/serving of hot food.