



RFP CHECK SHEET

_Is it a payment RFP to a business or individual or is it a reimbursement to an individual?

_Have you verified the cost object you're club wants to use for the expense?

_Is the cost object filled in on the electronic RFP before it's forwarded to Student Activities Office/Mary Mango?

_Have you subtracted State sales tax from the amount?

_Are these expenses Travel? Example: Airfare, hotel, rental cars, gas for rental cars, personal vehicle mileage, interstate train or bus fare, **if yes** please process through Concur.

_Have you given the payee for a prize payment instructions to call Mary Mango with their Social Security number?

_Are all receipts in English or include a translation?

_Does the RFP include the itemized receipt as well as proof of payment?

_Does the RFP include the "Final Order of Detail" for Amazon.com orders?

shipping confirmation vs order confirmation

_Are all receipts original and attached to the RFP confirmation sheet that was printed from Atlas?

_Is the last person to review the RFP a valid financial signatory?

*You cannot approve your own expenses & must forward to a signatory

_Is the RFP in Student Activities Office/Mary Mango's electronic inbox before the original paperwork is dropped off in SAO?

_Have you dropped off the RFP confirmation sheet and original receipts to SAO?

****DO NOT CLICK ON RFP IN RFP INBOX TO CHECK ON STATUS****