**FINANCE NEW EMPLOYEE INFORMATION SHEET**

All Finance forms can be found on the Finance website at [www.snc.edu/financedepartment/staff/forms](http://www.snc.edu/financedepartment/staff/forms).html

All policies referred to below can be found on the Finance website at [www.snc.edu/financedepartment/staff/policies.html](http://www.snc.edu/financedepartment/staff/policies.html)

|  |  |  |
| --- | --- | --- |
| **FORM** | **DESCRIPTION** | **CONTACT** |
| ACH Authorization Form | This form is used to authorize electronic funds transfer and collect related bank information. This form is required in order to process employee reimbursements made via electronic direct deposit. | Patty Gray – Ext. 3248 |
| Advance Request Form | This form is used to request an advance of funds. | Patty Gray – Ext. 3248 |
| Agency Fund Agreement | This form is used to request an agency fund account. | Sally Gazza – Ext. 1358 |
| Banner Access Request Form | This form is used to authorize fund or organization code access rights. | Caryn Kihl – Ext. 3095 |
| Cell Phone Stipend Agreement Form | This form is used to request a cell phone stipend in accordance with the Cell Phone Stipend Policy. | Patty Gray – Ext. 3248 |
| Deposit Transmittal Form | This form is used to collect necessary supporting information for deposits brought to the Bursar office in accordance with the Deposit of Receipts Policy. | Jenny Clayton – Ext. 3002 |
| Designated Gift Extension Request Form | This form is used to request deferral of unspent gift funds in accordance with the Deferral of Donor Designated Gifts Policy. | Liliya Davidova – Ext. 3152 |
| Financial Entry Request Form | This form is used to request budget transfers or journal entries. | Budget Transfers – Matt Dirksen – Ext. 3168  Journal Entries – Sally Gazza – Ext. 1358 |
| FOAPAL Request Form | This form is used to request new Banner fund, organization (org) or account codes. | Sally Gazza – Ext. 1358 |
| Inventory Control Form | This form is used to supply information related to disposal or relocation of equipment, furnishings, or other inventory items. | Shelby Baierl – Ext. 3961  Sally Gazza – Ext. 1358 |
| Missing Receipt Form | This form is used to substantiate expenses submitted for reimbursement in cases where original receipts cannot be produced. This form should be used on an exception basis. Original receipts are required by the Travel and Expense Reimbursement Policy. | Shelby Baierl – Ext. 3961  Patty Gray – Ext. 3248 |
| Purchasing (P-Card) Agreement Form | This form is required for issuance of a college purchasing card in accordance with the Purchasing Card Policy. | Shelby Baierl – Ext. 3961 |
| Requisition Form | This form is used to request payments for goods or services. Do not use for Budget Transfers or Journal Entries. | Patty Gray – Ext. 3248 |
| Travel and Expense Reimbursement/Advance Reconciliation Form | This form is used to request reimbursement to employees for reasonable and necessary business related expenses and to reconcile employee advances by determining balance to be reimbursed or advance amount to be returned. This form is used in accordance with the Travel and Expense Reimbursement Policy. | Patty Gray – Ext. 3248 |
| Vendor ACH Form | To collect necessary vendor bank information and to authorize payments via electronic funds transfer. | Patty Gray – Ext. 3248 |
| Vendor Information Form | This form is used to collect required information to establish new vendors. | Caryn Kihl – Ext. 3095  Patty Gray – Ext. 3248 |