

# Payment Request

This form is to request reimbursement or payment to vendor of expenses related to program and scholarship funds. Complete all sections and provide either an invoice or a receipt from the vendor with this form and return to Institutional Advancement, Student Services Center, L202. MCCF does not reimburse sales tax for MCCF-related purchases. Please contact the Institutional Advancement office for a tax-exempt form and for further instruction.

Please allow two weeks for processing payment requests. Questions? Call 860-512-2903.

## PAYMENT REQUEST INFORMATION

Date of Request	Select only one method of delivery		
Amount	<input type="checkbox"/> Mail check to address listed below <input type="checkbox"/> Transfer funds to MCC – checks payable to MCC <input type="checkbox"/> Pick up check in SSC L202 (pickup information required, indicate below.)		
Pick Up Name			
Phone/Email			

  

<b>Payee</b>				<input type="checkbox"/> Check if MCC employee
<b>Mailing Address</b>	Number and Street			
	Apt. #/Building			
	City	State	Zip	
<b>Fund (see back)</b>	Fund Account Number	Fund Name		
	<b>Usage Description</b>			
Invoice attached?				
<input type="checkbox"/> Yes <input type="checkbox"/> No   If no, explain.				

## AUTHORIZATION

Requester/Program Manager* Signature (see back)	Printed name	Date
Dean or Designee* Signature (see back)	Printed name	Date
MCCF Executive Director Signature (if not Programming Authority)	Printed name	Date
MCCF Treasurer Signature (if \$2,500 or more)	Printed name	Date

\*Individuals requesting payment cannot approve their own request.

# FOR OFFICE USE ONLY

Date Mailed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Picked Up: \_\_\_\_/\_\_\_\_/\_\_\_\_

IA Initial: \_\_\_\_\_

Pickup Initial: \_\_\_\_\_

Account #	Fund Name	Program Manager	Dean or Designate
401	AIT	Jason Scappaticci	Peter Harris
402	Alpha Beta Gama	Martin Hart	Tuesday Cooper
137	Alumni	Diana Reid	Susan Alston
140	Annual Appeal	Diana Reid	Susan Alston
403	Art Program	Samantha Gonzalez	Tuesday Cooper
165	Board Discretionary	Susan Alston	BOD Treas./Pres.
145	Brick Operating	Diana Reid	Susan Alston
432	Brick Project	Diana Reid	Susan Alston
433	Campaign 2020	Susan Alston	BOD Treas./Pres.
404	Career Program	Julie Greene	Peter Harris
405	Community Gardens	Patrick Sullivan	Tuesday Cooper
150	Hospitality	Ricardo Aragon/Kathy Kern	Tuesday Cooper
155	Disability	Susan Barzottini	Tuesday Cooper
160	DARC	Susan Barzottini	Tuesday Cooper
406	Engineering Program	Steven Moore	Tuesday Cooper
292	Foundation Endowment	Susan Alston	BOD Treas./Pres.
170	General Administration	Nicole Simmons	Susan Alston
410	Minority Caucus Scholarships	Elijah Oliver	Peter Harris
411	Health & Exercise Science	Steven Moore	Tuesday Cooper
434	HFPG Ruddell Charitable Fund	Diana Reid	Susan Alston
412	Hospitality Industry Association (HIA)	Ricardo Aragon/Kathy Kern	Tuesday Cooper
412a	Hotel/Tourism	Ricardo Aragon/Kathy Kern	Tuesday Cooper
414	Library	Deb Herman	Tuesday Cooper
415	Dehn Gallery	Susan Classen-Sullivan/Brett Eberhardt	Susan Classen-Sullivan/Brett Eberhardt
415	VEC	TBD	Susan Alston
417	Culinary Program Fund	Ricardo Aragon/Kathy Kern	Tuesday Cooper
419	Music	Samantha Gonzalez	Tuesday Cooper
420	Veterans OASIS	TBD	Peter Harris
421	Office of Student Activities	T.J. Barber	Peter Harris
422	Paralegal	Susan Barzottini	Tuesday Cooper
423	Photography	Samantha Gonzalez	Tuesday Cooper
424	Manufacturing	Pam Mitchell	Tuesday Cooper
427	Social Science	Susan Barzottini	Tuesday Cooper
435	STARS	Jason Scappaticci	Peter Harris
436	OTA	Steven Moore	Tuesday Cooper
428	Student Affairs	Theresa Grout	Peter Harris
175	Student Emergency	Cabinet via Susan Alston	Susan Alston
429	Student Senate	TJ Barber	Peter Harris
430	Student/Continuing Education	Carleigh Schultz	Melanie Haber
180	Wine Auction	TJ Arnold	Susan Alston

If you do not see your Foundation account listed above, please call 860-512-2903.