

Payment and Purchase Requests

THE IMPACT CENTER FOR COMMUNITY, EQUITY, AND UNDERSTANDING



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PURCHASE REQUESTS (AMAZON)



[Form Link](#) (also on our website!)

Purchase requests are for events/expenses in the **future**. Please submit requests at least **two weeks** before your event/date of expense.

All CDAs and AMO members should complete this form to purchase items online using your respective budget.

We will only make purchases through the companies that Bryn Mawr College has contracts with. Most commonly used is **Amazon**.

PAYMENT REQUESTS - REIMBURSEMENTS

Reimbursements are for events/expenses in the **past** that you personally paid for.

Students should complete this form with as much detail as possible (“CDA Hall Hangout Destressor,” “Decor for Eid Banquet”, etc).

Please hand in this form with respective **itemized receipts**.



[Form Link \(also on our website!\)](#)

PAYMENT REQUESTS - CASH ADVANCES

Cash advances are for an event/expense in the **future** that....

- **Cannot** be paid online
- Costs at least **\$200**

Please hand in this form with a list of anticipated purchases **two weeks or more before** your date of anticipated spending.

Students must hand in receipts to The Impact Center showing that the cash advance was spent.



[Form Link \(also on our website!\)](#)

SCENARIO

Sisterhood* hosted a movie night at the ECC with pizza delivery, candy, and drinks. The group treasurer would like to charge the cost to Sisterhood*'s AMO budget,

What is the best approach?

The money has already been spent, so the student who paid for the delivery, candy, and drinks must fill out a reimbursement form.

It is up to individual AMOs to ensure they have filled out a food and beverage waiver before their event **if it is in a reservable space on campus.**



FREQUENTLY ASKED QUESTIONS

Can I get UberEats orders for groups reimbursed?

The short answer to this question is yes. Ideally, these orders are on the smaller end and are held in **unreservable** space on campus (like a dorm room). In your reimbursement form, please note number of attendees and names if there are less than 6.

I accidentally got personal items within a purchase to be reimbursed. Help!

Make sure to remove the cost of your personal items in the reimbursement form request and to highlight personal purchases on your receipts.

Oops! I ordered items on Amazon myself instead of submitting a purchase request...

If this is the first offense, you will get a warning when submitting the reimbursement. If this becomes a pattern, you may not be reimbursed in the future.

Thank you!

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