

# MacGregor HouseComm Funds Reimbursement Policy

*First and foremost, please consult the House Treasurer before you make a purchase if you have any questions regarding the reimbursement process. HouseComm cannot guarantee reimbursement for unauthorized purchases.*

## All Cases

The person seeking a House Committee payment or reimbursement should complete and return, either to an Entry Chair or directly to the House Treasurer, a reimbursement voucher available at the HouseComm website.

In the case of a regular check reimbursement, by informing the House Treasurer, the payee can choose to be notified of a successful reimbursement via email and pick up the check his or herself in W20-549. By default, the House Treasurer will pick up and distribute checks to payees at least once a week.

Once the appropriate materials are given to the House Treasurer, a typical reimbursement—which follows the guidelines below—should take no more than 5 business days to be received by the payee.

## Sixty Day Limit on Claims for Reimbursement:

There will be a call for vouchers on a bi-weekly period. Requests for reimbursement (for services or goods) will only be honored within sixty school days of purchase [Date of purchase is determined by the date on a valid, original receipt.] or before four calls for vouchers have been made, whichever is longer.

## Supporting documentation is required for ALL transactions:

Checks may not be payable to "cash", nor can they be made without supporting documentation. Acceptable documentation includes the following:

- Written or printed original invoices from vendor – all receipts are kept on file and readily available in case you need to later use it for warranty reasons, etc.
- An itemized original store receipt issued at time of purchase. *NOTE: A credit card receipt from the vendor without itemization is not a valid receipt. More on exceptions below.*
- A written estimate or quote issued from vendor (only if check will be made payable to them)
- Registration forms or supporting material (including price) from a conference or program being attended.
- Information about a charity or not-for-profit organization to which an organization is making a donation, including their federal tax identification number.
- Social security number and address when paying an individual for a service (>\$600 annually; i.e. a coach, instructor, recycling coordinator, etc.) This is for tax purposes and is required by the IRS.

**IMPORTANT:** Please, do not forget to get the entire receipt when you go out to eat dinner, for example. The Treasurer requires **an itemized receipt**, NOT just the credit card receipt that has gratuity/total on it. This is required by Institute's stringent policy on alcohol. However, if you forget the itemized receipt, the entry GRT or Housemaster must provide a written and signed notice that no alcohol was purchased with Institute funds—else it will hold up or prevent your reimbursement.

## *Special Cases*

### **Overdraft Appeal:**

Entries (entry chairs, GRTs, and residents) will be flagged when a sum less than or equal to 200 dollars remains in the relevant activity budget. At this time, no expenditures over the remaining balance will be acknowledged unless an appeal is approved before the goods or services are purchased. Appeals must specifically address the need for an overdraft and give an accurate estimate of anticipated costs. Submission of an appeal does not guarantee approval for any expenditure exceeding an entry's available funds. Appeals must be approved or denied within three business days.

### **Tax Exemption:**

MacGregor purchases from almost every US state can be tax-free. Please speak with the Treasurer to obtain the appropriate tax forms **before** a purchase is completed.

### **Direct Checks, Purchase Orders, and Requisitions:**

To circumvent the reimbursement procedure, it is sometimes possible for the House to directly write checks to the vendor/service provider. Please speak with the Treasurer **well in advance** concerning these matters.

### **Contracts:**

Any service requiring a contract must be discussed with the Treasurer at least **two weeks in advance**. For *student performers*: SSN and address required on a contract obtained from the Treasurer. *Non-student performers/providers*: **contracts must be signed by MIT lawyers only**; two weeks notice is required by the Institute.