OSP - Quick Reference Check list for OTPS Payments

How to submit payment

SUBMIT ONLINE VIA E-PAYMENT REQUEST SYSTEM
ACCESED ON RFCUNY WEBSITE - E-SERVICES

*Tip: Use tax exempt form when making purchases

Please contact OSP for a copy of Tax Exempt Form

Travel Domestic / Foreign - Economy Class Only
Boarding Passes (departure & return)
Bill from travel agency listing Amounts and Travelers
Conference Agenda/Schedule/Itinerary
Hotel Bill (Hotel bill should show zero balance)

Meal receipts if claiming by receipts — (if claiming meal per diem no receipts needed; 75% of first and last day)
Receipts for items paid for while traveling eg. Supplies, Car Rental, Taxi, Registration
Foreign Travel - ONLY US AIR CARRIES & EU MEMBER STATES ALLOWED - Economy Class
Use of personal car - mileage rate (subject to change) 55.5 cents/mile (detailed MapQuest displaying destination from point A to Point B)
Written justification for missing receipts
Travel Advances - same as above. Refund check made out to RFCUNY if all of the advance was not spent.

Independent Contractor Less than $5,000.00 - (Non Foundation Employee)
Memorandum of Understanding (RF804)
Scope of Work
List of Clients
Invoice

Independent Contractor More than $5,000.00 (ICA AGREEMENT REQUIRED)
ICA agreement reviewed by JJ College & RFCUNY (RF803)
List of Clients
Contractor's Resume
Invoice

Subcontractor Payment - (Subcontractor agreement processed through RF)
Invoice from subcontractor
Indicate Subcontractor number assigned by RF

Personal Reimbursement
Proof of payment eg credit card statement
Original Receipt
Packing slip (if applicable)

Item Purchased with a Purchase Order/ Small Order
Invoice
Copy of Purchase Order/ Small Order
Packing Slip

Honoraria (Non Foundation employee)
Award letter indicating amount and what was done
W-9 form (if payment is over $600)

Subject/Participant Fee
Letter with amount and reason of payment
If advanced - Sign receipt/ log sheet with amount received

Stipend/Scholarship/Fellowship
Data Collection Form (RF701)
Award Letter
Payment Schedule

Petty Cash Advance - Account/Document
Original Receipts and other Documentation
Signature list with amounts received

Space/Lease Agreement - Contact RF - A/P Manager Dan Carrier 212-417-8480
RF Legal to review lease agreement
Invoice

Conference Pre-Registration / Reserve-Pre-pay Hotel Rooms
Pre-Registration paid directly to conference - Registration form - Small Purchase Order
Reserve Rooms - agreement from hotel detailing price and payment schedule & Purchase Requisition