Miscellaneous Disbursement Voucher

MDV

“You take the credit, we process the debit”
Is this payment an allowable expense?

What is the criteria for determining an allowable Expense?

A business expense must be:

- **Necessary** to perform a valid business purpose fulfilling the mission of the University.

- **Reasonable** in that the expense is not extreme or excessive, and reflects a prudent decision to incur the expense.

- **Appropriate** in that the expense is suitable and fitting in the context of the valid business purpose.

- **Allowable** according to the terms of any State and Federal regulation or University policy.
Where can I find an MDV form?

- Entertainment Reception Request
- Independent Contractor Request for Payment Form
- Tax Exempt Forms
  - FL
  - Vendors Payment Authorization Agreement (ACH/Direct Deposit Form)
- Void Check Request
- W-9 IRS Request for Taxpayer Identification Number and Certification
- W-9 Rowan University
- Wire Transfer Request

- Miscellaneous Disbursement Vouchers
  - MDV - Bursar
  - MDV - Foundation
  - MDV - General
  - MDV - SQA
  - MDV - SJ Tech Park
  - MDV - Tuition Reimbursement

- Travel
  - Attendance Form
  - Clery Act Student Trip Form
  - Domestic Travel - Statement of Understanding & Agreement
  - Mileage Only
    - 2015
    - 2016
  - Relocation Expense Form
    - 2015
    - Travel Abroad - Waiver, Release & Indemnification
    - Travel Expense - Sample
    - 2015
This is what the MDV form looks like.
Does this purchase have to do with food?

Did you know there is a Reception & Entertainment Policy?

Read all about it at: https://confluence.rowan.edu/display/POLICY/Receptions+and+Entertainment

Division heads need to sign.
Who are we paying?
Do they already have a Banner number?
Should they be taxed?
Is there something that should be sent with the check?

### Section 1 - Make Check Payable To

<table>
<thead>
<tr>
<th>Date:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Banner ID:</td>
</tr>
<tr>
<td>Address:</td>
<td>City:</td>
</tr>
<tr>
<td>State:</td>
<td>Zip code:</td>
</tr>
<tr>
<td>Department:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Secretary:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>New Vendor (Include W-9)</td>
<td>1099 (Non-Employees Only)</td>
</tr>
<tr>
<td>Section 2 - Purpose and Description of Service and/or Reimbursement</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Who:</td>
<td>Amount</td>
</tr>
<tr>
<td>What:</td>
<td></td>
</tr>
<tr>
<td>Where:</td>
<td></td>
</tr>
<tr>
<td>When:</td>
<td></td>
</tr>
<tr>
<td>Why:</td>
<td></td>
</tr>
</tbody>
</table>
What FOAPAL is being used?
Is there enough money in the account being charged?

<table>
<thead>
<tr>
<th>INV DATE</th>
<th>DUE DATE</th>
<th>INDEX #</th>
<th>FUND #</th>
<th>ORG #</th>
<th>ACCT #</th>
<th>PROG #</th>
<th>ACTIVITY #</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
What is this form used for?

<table>
<thead>
<tr>
<th>Section 4 - This form is used to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Process payments and reimbursements up to $500.00</td>
</tr>
<tr>
<td>2. Memberships, Registrations, Subscriptions, and License Renewals up to 2,500.00</td>
</tr>
</tbody>
</table>

Bank 30
Who needs to approve an MDV?

### Section 5 - Signature and Consent
I certify that:
1. This is a true and accurate accounting of expenses incurred to accomplish official business for Rowan University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipts have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying Rowan University in full for those expenses.

<table>
<thead>
<tr>
<th>Employee (Print Name)</th>
<th>Date</th>
<th>Employee (Signature)</th>
</tr>
</thead>
</table>

### Section 6 - Departmental Authorization
I certify that I have reviewed the expenses included in this report, including required receipts. I have reviewed the allocation of expenses and confirm that they are compliant, appropriate, and allowable under University policy.

<table>
<thead>
<tr>
<th>Department Head (Print Name)</th>
<th>Date</th>
<th>Department Head (Signature)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Approval (Signature)</td>
<td></td>
<td>Accounts Payable Approval (Signature)</td>
</tr>
</tbody>
</table>
Reminders:

- Alcohol is not reimbursable.
- NJ & FL sales tax is not reimbursable.
- MDVs should be typewritten.
- Reimbursement - Original itemized receipts should always accompany the MDV.
- Vendor Payment - Original invoice attached for payment
- Entertainment Forms are needed for any purchase involving food.
If you have questions, please contact:

Jackie Salvatore
Rowan University
Accounts Payable
856-256-4117
salvatorej@rowan.edu
Non Itemized Receipt Vs Itemized Receipt
When submitting the MDV form. Original receipts must be taped to a 8 1/2 x 11 sheet of white paper. Using paper clips or staples on receipts will delay the reimbursement.
MDV Checklist
Out of Pocket Reimbursement up to $500

The MDV must include the following information:

- Enter the name of who the check will be payable to:
  - Name of individual being reimbursed
  - Title
  - Banner ID#
  - Full address regardless if Direct Deposit

- Purpose & Description:
  - Who, What, Where
  - When & Why

- Invoice and Accounting Information
  - Invoice number
  - FOAPAL (Account being charged)
MDV Checklist
Out of Pocket Reimbursement up to $500
The MDV must include the following information:

☑️ Signature and Consent of individual being reimbursed:
  • Read and certify consent
  • Print, date and sign
  • Attach all original itemized receipts

☑️ Departmental Authorization:
  • Certify expenses are compliant, appropriate and allowable under University policy
  • Department Head print, date and sign
  • Forward to Grant department if appropriate
  • Grant department will forward to Accounts Payable
  • Approval by Accounts Payable Director
MDV Checklist

Vendor Payments up to $500
The MDV must include the following information:

✔ Enter the Vendor Name of who the check will be payable to:
  • Vendor being reimbursed
  • Vendor Banner ID#
  • Full remit to address regardless if Direct Deposit

✔ Purpose & Description:
  • Who, What, Where
  • When & Why

✔ Invoice and Accounting Information
  • Invoice number
  • FOAPAL (Account being charged)
MDV Checklist
Vendor Payments up to $500

The MDV must include the following:

☑ Departmental Authorization:
  • Certify expenses are compliant, appropriate and allowable under University policy
  • Department Head print, sign and date
  • Forward to Grant department if appropriate
  • Grant department forward to Accounts Payable
  • Approval by Accounts Payable Director
Attachments needed for reimbursement and/or payment

- Original itemized receipt taped to blank sheet of paper - DO NOT STAPLE OR PAPERCLIP
- Itemized receipts for all food
- Entertainment form should be included for all food services (except student organizations)
- Entertainment forms must be signed by Division Head
- Copy of Credit Card used showing only the last 4 digits
Fiscal Year End

Last Day to Send MDVs July 13, 2018

- Make sure funds are available in proper Account Code
- If necessary, transfer funds before sending MDV over for processing
- Provide correct Banner Number
- MDV will be returned if we can’t read the writing, causing the payment to come out of FY 19.
- Supply proof of purchase paperwork.
- Do Not write Direct Deposit on address line. We need the current mailing address.
- Use new MDV form. MDV will be returned if it is on the old form, causing payment in FY19.
We appreciate your feedback!
Please view this QR code in the camera on your phone and then open the survey from the top of the screen. Please complete the survey or go to this link from your smart phone:
https://tinyurl.com/finfy18