Miscellaneous Disbursement Voucher

MDV

“You take the credit, we process the debit”
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?

- MDV - Bursar
- MDV - Foundation
- MDV - General
- MDV - SGA
- MDV - SJ Tech Park
- MDV - Tuition Reimbursement

Note: These forms are subject to change at any time without prior notice.
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?
Who is the payment for?
What is the payment for?
Where did the service take place?
When did the service take place?
Why did the service take place?

<table>
<thead>
<tr>
<th>Purpose and Description of Service and/or Reimbursement</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who:</td>
<td></td>
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<tr>
<td>What:</td>
<td></td>
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<tr>
<td>Where:</td>
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<td>When:</td>
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<td>Why:</td>
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</table>
What FOAPAL is being used?  
Is there enough money in the account being charged?

<table>
<thead>
<tr>
<th>INVOICE DESCRIPTION</th>
<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>
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This form is used to:

1. Process payments and reimbursements up to $500.00
2. Memberships, Registrations, Subscriptions, and License Renewals up to 2,500.00

Bank 30
Who needs to approve an MDV?

### 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>Signature</th>
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</thead>
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### 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.

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<th>Department Head: (Print Name)</th>
<th>Date</th>
<th>Signature</th>
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<tr>
<th>Budget/Grant Approval</th>
<th>Accounts Payable Approval</th>
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Reminders:

- Alcohol is not reimbursable.
- NJ & FL sales tax is not reimbursable.
- MDVs should be typewritten.
- Original itemized receipts should always accompany the MDV.
- 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
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 Budget / Grant department
  • Budget / Grant department forward to AP
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 Budget / Grant department
  • Budget / Grant department forward to AP
Attachments needed for reimbursement and/or payment

- Original itemized receipt taped to blank sheet of paper
- 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 & Department Head
- Copy of Credit Card used showing only the last 4 digits
Fiscal Year End

Last Day to Send MDVs July 14, 2017

• 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 18.
• Supply proof of purchase paperwork.
• Do Not put Direct Deposit on address line. We need the current mailing address.
• Use new MDV form. MDV will be retuned if it is on the old form, causing payment in FY18.