

Hello, my name is Matthew Varvarigos and I am Binghamton Television's Treasurer. I am looking forward to working with you. For your convenience, I have written out a few guidelines you MUST follow to be reimbursed for your show's needs:

- 1) First things first. Anything you buy with BTV's money is property of BTV. That means anything you buy for your set, show, etc. Basically, return anything that you buy with BTV money. This includes DV tapes.
 - a) As a new rule, buy DV tapes from the Audio Visual Services in the basement of the Lecture Hall. The tapes are only \$2.60 there, which is a lot cheaper than what you pay at other places. I feel it is a waste of our budget buying these tapes elsewhere so, if the E-board agrees, we will only accept vouchers for DV tapes from the AV department.
- 2) Not all vouchers will be accepted. There are rules for what you can buy, and I will not approve purchases that break these rules. If you are unsure of what you can buy, come to my office hours on Mondays and Wednesdays at 1 p.m. in the studio or email me at mvarvar1@binghamton.edu. Please do this BEFORE you make the purchase(s), otherwise YOU will be out cash.
- 3) As the SA is a very large organization, vouchers take awhile to process. The wait time is usually 1-2 weeks from the day I submit it, so please be patient.
- 4) Binghamton is a state ran university therefore it does not tax itself. This means you will NOT get reimbursed for sales tax. Please file a Tax Exempt Form prior to the purchase, and you will not be out that cash.
- 5) Some of the things you will be buying will exceed \$25, and instead of putting yourself out this large amount of cash, please ask me for a purchase order form. Some stores accept this IOU of sorts, and you will not have to put out any cash. Any questions, please feel free to ask me.
- 6) Hanging to the right of this notice is a sample voucher. Please use it as a road map for when you fill out your vouchers, the SA will NOT ACCEPT vouchers that are incorrectly filled out.
- 7) If you are buying any stuff for yourself, as well as buying stuff for BTV please ask for two different receipts. If you do not, I will have to cross off everything you personally bought and this is a rather large waste of my time. If you are buying any kind of food for delivery, please ask for an itemized receipt otherwise the SA will not accept it. NO EXCEPTIONS.

Below is a step by step explanation on how to fill out a voucher:

- Check off Reimbursement of Expenses
- Write in your name and telephone number
- You can pick up your check at the University Foundation office in the Administration Building, Rm. 225 (I will tell you when you can), or you can have it mailed to a location off campus. BU boxes do not count, please do not waste your own time and the SA's writing that down. Mailing takes an extra week, but is beneficial towards the end of the semester.
- Be as descriptive as possible and include your show's name or the purpose for the voucher. I will reject it if it is unclear, and so will the SA.
- You do not have to itemize your purchases; just put the total for each receipt WITHOUT TAX. You can put up to 4 receipts per voucher, this is an SA rule.
- Sign the form.
- Make a photocopy of the receipt for your own records.
- Paperclip the ORIGINAL receipt to the voucher
- Place all the completed paperwork into my BTV mailbox.
- I will sign the form (assuming it is a legitimate purchase, and both the E-Board and I find it reimbursable), date it, and submit it to the SA.

This notice is subject to change; please check it when you have any questions, before you email me. Again, my e-mail is mvarvar1@binghamton.edu, and I have office hours on Mondays and Wednesdays at 1 p.m. in the studio if you have any questions.

There are no exceptions if you don't follow these rules.