



## Sacramento State Alumni Association Chapter Check Request FAQ

- **Can I pay with cash and still be reimbursed?**  
Yes, cash payments can be reimbursed. To be reimbursed from a cash payment you must still provide receipts, the appropriate signatures, and any other supporting documentation showing proof of payment (ex. Invoice that shows paid in cash).
- **What type of receipts are acceptable?**  
The types of receipts acceptable are original, fully itemized receipts, and/or original invoices. Non-chapter/personal items will not be reimbursed.
- **What if I lost a receipt?**  
If the original receipt is lost and you have made every attempt to secure a duplicate, complete the lost receipt affidavit, have it signed by your chapter president, and return the form to the Alumni Association. The affidavit will take place of the original receipt and provide information on what was purchased, the date, and total amount of purchase.
- **What if I am ordering from a vendor?**  
Fill out a check request form and attach an invoice that itemizes the items purchased. Quotes/estimates are acceptable, if payment is required in advance. Please note, there may be an option for the Alumni Association to pay direct, please check in with the Alumni Chapters and Networks Officer.
- **Can I pick up my check or will it be mailed?**  
Once checks are ready, the requestor will be notified. Checks not picked up after 7 days will be mailed.
- **What do I do if my check is lost in the mail?**  
If your check is lost, please contact the Alumni Association as soon as possible. We will stop payment and issue a replacement check.
- **How do I fill out a check request?**
  - Obtain a check request form from the Alumni Association website.
  - Fill out necessary information regarding event, payee, contact information, and date needed.
  - Attach original receipts (if available). If check request is for an estimate or for a vendor, attach an invoice for quote on the vendor letterhead.
  - Sign check request. Checks over \$250 require two signatures, neither may be the payee.