Common Finance Forms on the District Downloads

SMCCCD Portal Page   http://www.smccd.edu/accounts/portal/

Downloads

- Accounts Payable
  - Conference Advance and Expense Forms
    - Conference Advance Form
    - Conference Expense Form
    - Transient Tax Form
  - Grant Expense Forms
    - Reimbursement for Grant Related Expenses for Non-SMCCCD employee
    - Stipend vs Salary Guidelines
  - Other Expense and Reimbursement Forms
    - Mileage Form 2007
    - Petty Cash Form
    - Reimbursement Form
    - SMCCCD Request for SMCCCD Cellular Telephone
  - W9 form

- District Information
  - Gift-Donation Report Form
  - Cell Phone Policy and Information

- Human Resources
  - General Forms
    - Classified Personnel Action Form/PAF
    - Faculty-Academic Administrative Personnel Action Form/PAF
    - Personnel Requisition Form/PRF
    - Short Term and Substitute Personnel Action Form/PAF
    - Student Assistant PAF
  - New Hire Employment paperwork
  - Salary Schedules

- Payroll
  - Employee Forms
    - Overtime-Comp Timesheet

- Purchasing/General Services
  - Contracts
    - Performance Agreement
    - Standard Services Contract
    - Service Agreement for Instructional Services
  - Independent Contracts
    - IC Forms
      - IC Contract
      - IC Payment Authorization Form
    - IC Information
    - W-9 information
      - W-9 Form
  - Procurement Card – US Bank
    - Procurement Card Application
    - Approval for Managers Instructions

- Procard User's Guide
  - Training
    - Banner Training
      - Finance Training
      - Freshman Training
        - Purchasing Procedures and Guidelines
      - Sophomore Training
    - Reference Documents
    - Training Documents
    - Websmart Instruction

- Skyline College website
  - Search for Conference Approval Form
  - Or the link is: http://www.skylinecollege.edu/professionaldevelopment/assets/2012-2013%20Conference%20Attendance%20Form.pdf