

## **Purchase Authorization and Deposit Process For Clubs and Trust Accounts through the College of the Canyons' Campus Life & Student Engagement Office Fall 2020**

The Campus Life & Student Engagement Office is moving to remote operations until further notice. Club and department fiscal activity must continue. Below are some guidelines for submitting Purchase Authorizations and Deposits to the Campus Life & Student Engagement Office. For questions or concerns regarding this temporary process contact:

Melinda Ursetta  
[Melinda.ursetta@canyons.edu](mailto:Melinda.ursetta@canyons.edu)  
(661) 362 - 3143 (Leave phone messages only)  
Address: College of the Canyons  
Attn: Melinda Ursetta  
26455 Rockwell Canyon Road  
Santa Clarita, CA 91355

### **Payment Authorizations**

There are two types of Payment Authorizations through the Campus Life Business Office:

1. Reimbursements and Invoices
2. Scholarships and Grants

1. Reimbursements and Invoices

Payment Authorizations can be submitted digitally and by mail. If by mail or drop-off, Payment Authorizations can be sent or dropped off in an envelope at the Document Dropbox at College Circle Main Entrance, Valencia Campus or mailed to:

College of the Canyons  
Attn: Melinda Ursetta  
26455 Rockwell Canyon Road  
Santa Clarita, CA 91355

All signatures can be approved digitally. When requesting digital approval:

1. Have individual send/reply to a thread by email to Melinda Ursetta
2. Email must include:
  - Account Name
  - Invoice or scan/photo of receipt. Send original receipts by mail or drop-off to Melinda Ursetta @ COC
  - Vendor Name, Business Name, or Individuals Name (who is being paid)
  - Description of purchase (what was it for)
  - Amount

3. Approval by the club/departments advisor/director via email including the bullet points listed in #2.
4. Clubs (only) need student officer approval. Be sure to include the items listed in the #2 bullet points in club minutes when approving expenses.
5. Department payments, scholarships and grants will be approved by the Associated Student Government at College of the Canyons.

2. Scholarships and Grants

As all scholarships and grants vary, contact Melinda Ursetta for specifics about your scholarship or grant.

**Deposits**

1. Cash
2. Checks

1. If you have a cash deposit, email [Melinda.ursetta@canyons.edu](mailto:Melinda.ursetta@canyons.edu) to make arrangements. No cash deposits can be accepted through mail or the Document Dropbox at College Circle Main Entrance.
2. Checks

Checks can be mailed through the Post Office or dropped off at College of the Canyons, College Circle Main Entrance, Document Dropbox. Please place checks in an envelope and address to:

College of the Canyons  
Attn: Melinda Ursetta  
26455 Rockwell Canyon Road  
Santa Clarita, CA 91355

Email [Melinda.ursetta@canyons.edu](mailto:Melinda.ursetta@canyons.edu) so she knows your Payment Authorization or Deposit is on the way!

*Thank you!*