

GREEN SHEET 101

TBCC uses a green sheet (sample attached) to obtain authorization for purchases and a variety of requests. Fill the green sheet out as completely as possible and turn it into your advisor as early as possible to ensure you meet the date needed. The advisor can help you with any questions you have and help you decide which line item is appropriate. The advisor will then pass it on to the budget administrator. Once it is completely signed the business office will process the request and let the person who made the request and/ or the advisor know that it has been processed. **ALWAYS MAKE A COPY OF YOUR GREEN SHEET AND ALL DOCUMENTATION BEFORE TURNING IT IN FOR SIGNATURES!!** Make sure to turn in a copy of all green sheets to the treasurer.

GREEN SHEET USES:

Request for reimbursement for items already purchased

The vendor name should be the name of the person the check should be made out to with address and phone number. All receipts must be attached. You will be contacted when the check is ready, write in the notes if you need the check mailed.

Request for payment by check to a third party

Ex: conference registration

The vendor should be the name of the agency to be paid please include contact information whenever possible. Write delivery method in the notes i.e. Students will take check with them to conference Friday morning. (If you want to take the check don't forget to have someone pick it up!)

Request payment by credit card

Ex: Hotel Reservations

The vendor should be the hotel name and a contact person included if applicable. Amounts can be estimated; research the cost online, then attach the information to green sheet. Please make sure to write in the notes if the reservations need to be made or have already been made and are just waiting on a credit card or purchase order number.

Purchase of TBCC items

Ex: Bookstore items to raffle

The vendor name should be TBCC; actual costs can be obtained from the cashier.

Purchase items on account locally

TBCC has accounts set up at the following local businesses: Safeway, Farmers Co-op, Feed store, Rosenberg's, Bells Office Supply, and Coast Printing. Fill out a green sheet with the store's name as the vendor name and describe the items to be purchased along with estimated or actual cost. Once the green sheet has been signed by both the budget coordinator and budget administrator a representative of the college will instruct you on how to purchase and sign for the items at the store indicated.

Order Supplies

The college purchases office supplies in quantity, often at a price below retail, from stores like Office Depot, Quill, and Staples (see example green sheet). If supplies are needed research the price of the items on the internet and print it out. Fill out the green sheet with the store of choice as the vendor, make sure to use vendor item #s and specify color in the description.