

# Student Organization Payment Request Form

## **Please note:**

- If you are in need of supplies, complete the order form on the back page.
- Student Life has accounts with Office Depot & Sam's Club and can get items for you. Please allow one week for Sam's Club or Office Depot orders.
- MCC will not reimburse tax. Tax exempt forms are available in Student Life.
- Plan your budget in advance. Checks and reimbursements can take 2-3 weeks.

## **Please follow the steps below:**

1. **All information must be completed.**
2. **Original and itemized** receipts, order forms, or contracts must accompany all requests. **Proof must be shown that the money was/will be spent on the appropriate programs or items.**
3. If you are paying for a service, the organization/individual you are paying must complete a signed W-9 tax form. A W-9 is available in Student Life.
4. **You must submit payment request forms 3 weeks prior in order to receive funds on time. Product orders require 4 weeks.**

Completed Payment Request Forms must be turned into the **Student Life Office in A252.**

**WHAT IS THE REASON FOR THIS REQUEST?**

Please check one:

- Reimbursement (Original itemized receipt must be attached) \*Reimbursements are not guaranteed.
- Payment to a company for goods or services (Company invoice must be attached)
- Honorarium for service
- Donation (Proof of raised and deposited funds must be provided)
- Place an order on other side of form (supplies, Sam's Club, groceries, etc.)
- Other \_\_\_\_\_

**Tax exempt forms are always available in Student Life for school purchases. Only original, non-marked receipts with only school-related purchases.**

**PAYMENT IS TO BE MADE TO THE FOLLOWING**

**THIS ORDER IS TO BE PLACED AND/OR PAYMENT IS TO BE MADE TO:** (Write clearly)

- Pay to the order of \_\_\_\_\_
- Sam's club or Office Depot Purchase

**IS THIS A PREVIOUSLY PAID INDIVIDUAL OR ORGANIZATION?**

- YES       NO      If no, vendor must complete a W-9 and attach to this form.

**COMPLETE THE FOLLOWING INFORMATION**

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

If Student, Student ID Number: \_\_\_\_\_

**COMPLETE THE FOLLOWING FOR ALL REQUESTS**

Today's Date \_\_\_\_\_ Date Needed \_\_\_\_\_ Date of Event \_\_\_\_\_

Student Org. \_\_\_\_\_

Student Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Specific event or activity for payment request: \_\_\_\_\_

Did Senate approve to pay for this event? \_\_\_\_\_

If yes, how much was approved by Senate? \_\_\_\_\_

Advisor's signature \_\_\_\_\_

**\*\*EVERY INDIVIDUAL/ORGANIZATION BEING PAID MUST HAVE A RECENT W-9 ON FILE\*\***

**\*\*REIMBURSEMENTS MUST INCLUDE ORIGINAL, ITEMIZED RECEIPTS\*\***

**BLANK W-9's are available through the Office of Student Life & via email**

## PLACING AN ORDER

**Examples include T-Shirts, catalogs, online purchases, Office Depot, Sam's Club requests**

**IF APPROVAL IS NOT GIVEN BY THE OFFICE OF STUDENT LIFE, THERE IS NO GUARANTEE PAYMENT(S) WILL BE MADE.**

**It is not necessary to rewrite the order on this form if you attach a company order form or sales quotation to this. A company order form is preferred.**

**NOTE:** This form must be submitted to Student Life approximately 4 weeks prior to date needed.

Item No.	Item Description	Quantity	Cost per Unit	Total Cost
	Estimated Shipping and Handling			_____
			Total	\$ _____
<b>Delivery Date _____</b>				