

Allegheny Student Government Request for Payment

Today's Date	
Reason for Request:	
Date of event or service rendered	
Name of event or service rendered	
Name of student organization	
Name of person submitting request	
Email address, box # and phone #	
Whom should check be cut to?	
Where should payment be sent?	
Date payment is needed	

* All performers or contracted speakers need to supply a W-9 form with signed contract.

**Checks are cut on Wednesdays; turn in payment requests as early as possible.

ATTACH to this form:

- ▶ Signed Contract or Invoice (By you AND the contractee)
- ▶ Completed W-9 (see below)

Note: If you need assistance creating a contract, please see the worksheet on the naviGATOR on the Student Activities website. A Student Activities staff member will gladly review contracts with you before your organization signs and enters into a binding agreement.

Note: If completed forms are turned in and requests have received necessary approvals, reimbursements will be mailed to the dictated box # on Wednesday following the date of the request, i.e. you've turned in reimbursement request on Monday August 28, 2006, the check will be mailed Wednesday August 30, 2006.

Note: Your organization President and Treasurer have 24 hour access to your student organizations financial transactions and balance via the Organization Portal. They can also print this ledger (or save and attach to an e-mail). You will get timeliest responses checking in with one of them to see if a reimbursement or transaction has been posted.

