

# DISBURSEMENT OF FUNDS REQUEST FORM OFFICE OF STUDENT ACTIVITIES & ORIENTATION

Please **complete** and **return** this form in full for all funding requests or to access any organization funds including SAF accounts with all supporting documents to the Student Activities Office. Requests submitted by noon (Monday through Thursday) will be process by noon the following day. Please allow 7-10 working days for processing of all checks and payments.

**This form must be completed in full in order to be processed.**

Organization Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Responsible Officer: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone # Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Best time to reach you: \_\_\_\_\_

**Type of Payment Request:**

Performer or individual payment or check

Attach contract or performance agreement

Attach W-9 Tax Form

Purchase Order and Check for supplies or other services

Attach order form, bill, quote or invoice

Reimbursement with **prior** approval from Student Activities Office

Approval by Student Activities \_\_\_\_\_

Attach original receipts(s) and credit card statement if necessary

IDR (Inter-Divisional Request) for payment of on-campus department or group.

Barnes and Noble

Campus & Conference Centers

Office Services

Post Office

Other Student Organization: \_\_\_\_\_

Other: \_\_\_\_\_

Description of funding request (Be Specific):

Payee Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Fax# (if applicable): \_\_\_\_\_

Total Amount: \_\_\_\_\_

**FOR OFFICE USE:**

Received \_\_\_\_\_ Completed Request \_\_\_\_\_ Payment Received \_\_\_\_\_ IDR# \_\_\_\_\_

Organization Account # \_\_\_\_\_ Req # \_\_\_\_\_ P.O. \_\_\_\_\_

Additional Account # \_\_\_\_\_