

# Student Organization Payment Processing Form

Timestamp of Date Received:

Please Note: All student & employee reimbursements must be made through direct deposit. Direct Deposit should be set up using HokieSpa.

Please be sure to attach all supporting documentation i.e.: invoice and/or itemized receipt(s) to this request to insure fast and efficient processing of payment. ALL small receipts should be taped onto a separate 8 ½ x 11 piece of paper; only using one side.

1. Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

2. Date of Event: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

3. Name of Activity/Project: \_\_\_\_\_

4. Name of Organization: \_\_\_\_\_

5. Payment is for: (Please check one) ☐ Vendor Invoice ☐ Reimbursement

6. Total Payment: \$\_\_\_\_\_. \_\_\_\_\_

7. Make Payment/Reimbursement to: \_\_\_\_\_  
(Enter Vendor Name if payable to a COMPANY or Enter Individual's Name)

Payee address:

Address (1): \_\_\_\_\_

Address (2): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

8. Description of payment/reimbursement: \_\_\_\_\_  
\_\_\_\_\_

9. Please indicate routing of check (for vendor/invoice payments only):

☐ Mail Directly ☐ Will pick up from Bursar's Office

*I hereby certify that the expenses described above and per any attachments hereto were incurred by me and are necessary and appropriate expenditures of the named student organization. By my signature, I acknowledge that any goods purchased become the property of the named student organization of Virginia Tech.*

10. Requested By: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Please Print Name) (Signature) (Date Submitted)

\_\_\_\_\_  
(Requestor's email address) (\_\_\_\_\_) \_\_\_\_ - \_\_\_\_  
(Requestor's telephone number)

11. Budget Manager or  
Advisor Approval: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Please Print Name) (Signature) (Date Submitted)

# ***STUDENT ENGAGEMENT & CAMPUS LIFE***

## **Student Organization Payment Processing Form**

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

Fed Tax ID#: \_\_\_\_\_  
(If payable to Vendor/Company)

**OR**

Hokie Passport#: \_\_\_\_\_  
(If reimbursing VT Student/Faculty/Staff)

### **CHECK LIST:**

- ☐ Detailed original receipts or invoices showing all items purchased.
- ☐ If you are submitting for gas mileage reimbursement, you will need to attach a map showing the round trip mileage along with the receipt.
- ☐ Small receipts must be taped down on all four sides to an 8.5x11 sheet of paper. They must be taped down flat so that the paper can be run through a copier/scanner. Please do not use a highlighter on receipts.
- ☐ A payment processing form needs to be filled out for each person to be paid (see back of sheet).
- ☐ Please do not use staples on any of your paperwork.
- ☐ If you have an invoice that needs to be paid directly to the vendor you will need to obtain a W9 form from the vendor so that they can be paid.
- ☐ If you have multiple receipts, please label each one with a description of the purchase.

***All properly completed requests will be processed in a timely manner.***

***Any incomplete requests received will be held until receipt of required additional information. Completed paperwork can take several weeks to be processed by the Controller's Office.***

### **Accounting Use Only**

**\*\*Account No\*\*:**

GEN    or    BB

Fund Number

Expense Code

Activity Code