

Requesting Payment for Approved Student Organization Funding Requests

Please read this content carefully for important information about the process for accessing the funds that have been allocated to your organization if you submitted a budget request through the Graduate Student Budget Board or the USS Appropriations Committee that was approved.

Accessing Request Information

You can access your budget request details, including any adjustments to approved amounts, anytime by going to the budget request list on your student organization's GobblerConnect profile. You should include your 6-digit request number anytime you're communicating with us about your request and related payments.

Updating Event Details or Other Request Information

If you wish to make changes to your spending or if you have a change in your request details such as updated location or dates, you must request a **BUDGET ADJUSTMENT** from the funding board at least one week prior to your event or expenditure. Please submit [this form](#) to request a reallocation.

If your event requires cutlery, cups, bowls, or plates - you can stop by The Source and show them your approved request information to get materials for your event. The Source also provides free printing of flyers, programs, banners, and A-frames. The Source's hours of operation and more information can be found on the [website](#).

Payment Request Information & Deadlines

All payments must take place after receiving approval from the funding boards. Organizations cannot be reimbursed for payments made prior to approval, per policy.

- For event specific requests, including competitions, conferences, and programs, all payment processing documentation (receipts, invoices, etc.) are due within 15 days following the date of the event*, as listed in your funding request.
- For operational and small grant requests, all payment processing documentation (receipts, invoices, etc.) are due within 45 days following the date of receiving approval notification from the funding board.

**If your organization does not receive a vendor invoice within 15 days following the event, you must submit the invoice within 5 days from when it is sent to the organization.*

All payment documentation for expenditures relating to an approved request should be turned in at the same time via GobblerConnect. You can submit multiple forms for different types of payment but should submit them on the same date. Payment processing typically takes about 4 weeks from the time a payment request is submitted and approved, so you should plan accordingly.

Submitting Payment Request Paperwork

Payment request paperwork is **ONLY** accepted via GobblerConnect. Forms submitted in person or via email will not be accepted or processed. **You can find all the required forms and links on the [Student Organization Funding](#) website. You can also find examples of documentation [here](#).**

Payments are processed in the following formats & you should be prepared to provide the listed documentation depending on the type of payment being requested:

- **Direct Invoice Payments:** Payments made directly to a vendor like Midway Productions for approved items or services.
 - Must provide a finalized invoice from vendor, and a W-9 if not already on file.
 - *Invoices for Event Services & Production Services are now sent directly to the Org Finance Team to be processed. You will receive email confirmation when this occurs. If paying another Virginia Tech department, such as Recreational Sports, you do not need to provide a W-9 as these are internal payments.*
- **Personal Reimbursements:** Payments made directly to a student member who has already incurred the expenses for an approved purchase.
 - Must provide a receipt that includes proof of payment being made (or include a bank statement showing the receipt amount and vendor).
 - The individual's name and information should be included in all payee information fields.
 - *All individual reimbursements are paid out via Direct Deposit to a members account listed in Hokie Spa. Please ensure members have this set up prior to requesting payments.*
- **Student Organization Reimbursements:** Payments made to a student organization when an off-campus student organization account was used to make approved purchases.
 - Must provide a receipt that includes proof of payment being made (or include a bank statement showing the receipt amount and vendor) and a W-9 for the student organization.
 - *Student organization reimbursements are paid via check and mailed to the address listed on the W-9 form for the student organization on file.*
- **Contract Payments:** Payments made to a guest speaker or performer directly for services.
 - Must provide a fully executed contract, a W-9, and a 20-questions form.
 - Contract payments are never eligible for reimbursement.
 - *If you are planning to have a check available for your contracted guest on the day of the event, you should turn in all paperwork for the contract at least 3 weeks prior to the event.*
- **Departmental Transfers:** Funds transferred to another Virginia Tech department because expenses were already paid via departmental funds. This applies mostly to Sports Clubs hosted by Recreational Sports.
 - In addition to invoices, receipts, or other proof of payment, you will also need to provide a MicroStrategy report from your departmental fiscal technician to demonstrate that the expenditures have already hit an on-campus fund.

Contacting the Student Organization Finance Team

For payment-related questions, please email orgfunding@vt.edu.

For all other questions, please email appropriations@vt.edu or gsbb@vt.edu accordingly.