

## IWU Student Senate Payment Request Form 2012

Please read Reimbursement Guide before filling in this form. Supporting documentation (receipts, invoices, contracts, W-9, etc.) MUST be attached to receive reimbursement. Failure to complete all relevant sections will delay reimbursement.

**Payable to:** \_\_\_\_\_ **Amount: \$** \_\_\_\_\_

- If payment is for an Illinois Wesleyan student, staff, or faculty member, please put the IWU ID Number: \_\_\_\_\_
- If payment is not for an IWU community member, please include the mailing address as well as Social Security Number or Tax Identification Number.  
**Without this information, the reimbursement will not be processed**

Address: \_\_\_\_\_ SSN / Tax ID: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please note any payments being made to a speaker or entertainer must be accompanied by an invoice and W-9 form for their services. The payment must go to the individual or their agency. No reimbursements can be made to students / faculty for payment of an entertainer.**

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Student Group requesting payment: \_\_\_\_\_  
Budget category for funding: \_\_\_\_\_  
Description of items / events: \_\_\_\_\_  
\_\_\_\_\_

These funds were (Check one): Budgeted for \_\_\_\_\_ Petitioned for \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Group President, Treasurer, Advisor or equivalent)

Authorizer's Email Address: \_\_\_\_\_

**Reimbursements for students and faculty must be turned in to the Treasurer by Thursday at noon to be processed with the next week's checks. These will be available at the business office window by the following Wednesday at 1 PM.**

**Questions? Please contact Senate Treasurer, Brexton Isaacs at [bisaacs@iwu.edu](mailto:bisaacs@iwu.edu)**

Social Security & Tax ID numbers are used solely for tax purposes by the IWU Business Office.