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

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