



# IWU Student Senate Payment Request Form 2019

Each section **must** be complete in order to process check request. *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: \$** \_\_\_\_\_

**Without this information, the reimbursement will not be processed.**

- If payment is for an Illinois Wesleyan student, staff, or faculty member, please put their IWU ID Number: 9 \_\_\_\_\_
- If payment is not for an Illinois Wesleyan student, staff, or faculty member, please include their mailing address as well as Social Security Number or Tax Identification Number.

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.**

\*\*\*\*\*

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

Payee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Person receiving the payment)

Payee's Email Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Executive member of the RSO, cannot be payee)

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

**Reimbursements for students and faculty must be turned into the Comptroller's mailbox by Friday at noon to be processed for the next week's checks. These will then be available at the business office window by the following Wednesday at 1 PM.**

**Questions or Concerns? Please contact Senate Comptroller Jared Schneider at [jschnei2@iwu.edu](mailto:jschnei2@iwu.edu)**



Social Security & Tax ID numbers are used solely for tax purposes by the Illinois Wesleyan University  
Business Office