

IWU Student Senate Payment Request Form 2024

Each section **must** be complete in order to process the 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.

Address: _____

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 Thursday at 1 PM.

Questions or Concerns? Please contact Senate Comptroller Cayden Webster at senate.comptroller@iwu.edu

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