



PAYMENT REQUESTS

OFFICE OF STUDENT LIFE

YOUR INFORMATION

Please include the following information along with your request and attach receipts.

- ✓ First and last name: _____
- ✓ Name of Club: _____
- ✓ Contact Number _____ Email: _____
- ✓ (For Students) Student ID _____

Please note that checks are mailed to the address associated with your student id number.

- ✓ (Staff/Faculty) Dept. & Ext. # _____

Checks are mailed directly to your address on file unless otherwise noted.

- ✓ (The Torch) Please include proof of all items you are requesting for payment. I.e. Ads, position, photos, stories, briefs...

RECEIPTS

1. Name of vendor (*person or company you paid*)
2. Transaction date (*when you paid*)
3. Detailed description of goods or services purchased (*what you bought*)
4. Amount paid
5. **Form of payment (how you paid – cash, check, or last four digits of credit card)**

PROOFS OF PAYMENT

Provide a proof of payment only if no receipt is available. Proof is needed only when a receipt has been lost or was not provided by the merchant and there is no other way to demonstrate that you incurred a business-related expense.

Cleared check – obliterate the bank routing and account numbers printed on the bottom of the check, leaving any numbers in the lower right corner visible. Check the endorsement side of the check and obliterate any legible numbers. Most cleared checks are available as scanned images from your online bank account.

Credit card or Bank statement – obliterate cardholder address, account number, summary of account information (payment due, balance, etc.) and all other details not relevant to the particular transaction for which reimbursement is requested.

Thank You!