



Student Government Request For Payment

PAYMENT

SG BRANCH

- USG
- CGS
- IPC

OFFICE PICK-UP

- Check to hold for pick-up by union staff

CHECK APPROPRIATE FORM OF PAYMENT

- Purchase Order
- Purchasing Card Preferred (under \$1000 only)
- Payment to OSU Vendor (100W)
- Payment to Student Organization
- Payment to Individual (Includes reimbursements)

Office Use

FOR OFFICE USE ONLY

ORG	FUND	ACCOUNT	PROJECT	PROGRAM	USER DEFINED	AMOUNT

PAYEE

Vendor Name/Student Organization Name
 Street Address
 City/State/Zip/Country
 Description of Student Organization

Vendor/Student Organization Contact
 Name
 E-mail
 Phone number

PAYMENT

Amount Requested



Attach all supporting documentation as applicable (may include):

- Senate bill
- Funding Contract
- Itemized receipts
- Invoice
- Budget
- Travel Documentation
- AP Compliance form

Event Date
 Event Location
 Event Audience

Describe the event
(Business purpose or Reason for Request)

Please be Specific

Food at Event Yes No

APPROVAL

BY INITIALING THIS FORM YOU CERTIFY THAT THE INFORMATION IS TRUE AND CORRECT TO THE BEST OF YOUR KNOWLEDGE

Date Submitted
 Requestor name
 Requestor e-mail address

 (Check will cut within 30 days of Date Submitted)

Gov. Treasurer approval/record to budget
 Advisor approval
 Date