

## Promotional Items/Supplies for Club

- SGA Funding Request
- All items must be approved by SGA prior to ordering or else no reimbursement will be granted

### PURCHASES UNDER \$500.00

- Invoice from vendor showing quantity, price per item and shipping charges
- If using vendor for the first time: W-9 is required
- Completed check request with organization, fund and account number
- Once approved, submit invoice, completed check request with organization, fund and account number along with credit card statement showing transaction amount, name, last four digits of credit card number and front copy of actual credit card. If paid by cash, original receipt showing name and address of vendor. Copied receipts will not be accepted

### PURCHASES OVER \$500.00

- Submit completed purchase request along with quote

### IF PURCHASING WITH CREDIT CARD

- If purchasing online, bring in order form and fill our appropriate paperwork. When approved, you will be notified to return to the office and get the SGA Amex Card from Robyn Kaplan. You will be able to place the order in the OSLA office.

<b><u>STUDENT ORGANIZATION INFORMATION</u></b>	
Name: _____	Contact Email: _____
Contact Phone: _____	
<b><u>OSLA RESPONSIBILITY</u></b>	
Name of staff in-taking paperwork: _____	
Date paperwork was received: _____	
Copy made by: _____	
Copy given to student and original to club advisor: _____	
Originals given to Pamela Orefice: _____	
SGA Comp: _____	Robyn Kaplan _____
Sent to AP _____	

**FUNDING REQUISITION**

Organization: \_\_\_\_\_ Date: \_\_\_\_\_ Date Received \_\_\_\_\_

Organization Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Detailed Explanation for Request: \_\_\_\_\_

Amount of Request: \$ \_\_\_\_\_ Payment Required by: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location: \_\_\_\_\_ Ticket Price: \_\_\_\_\_

**METHOD OF PAYMENT**

- Purchase Request – for items over \$500.00 attach purchase request and quote. If quote is over \$2,500, three bids must accompany request.
- Check Request – attach invoice, receipts for reimbursement & credit card statement, single, guest lecturer or musical accompaniment contract.
- Budget Transfer – attach HU Budget Transfer Form or Lackmann Food Service Invoice.
- American Express Card – Return card along with all documentation regarding Amex Purchase.

**APPROVALS**

**OSLA Program Advisor:** \_\_\_\_\_

**Fitness Center Advisor:** \_\_\_\_\_

**MISPO Program Advisor:** \_\_\_\_\_

**SGA Bookkeeper:** \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Balance after this expense:** \_\_\_\_\_

**SGA Comptroller:** \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Appropriated:** \_\_\_\_\_

**SGA Advisor:** \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Executive Director OSLA :** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

✓ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Modified \_\_\_\_\_

## Hofstra University Purchase Request

Please complete this form and return it to the Purchasing Department in room 201 Phillips Hall for processing.

**Date:**

**Budget Information:**

Fund:

Organization:

Account:

**Departmental Authorization:**

Print Name

Signature: \_\_\_\_\_

**Delivery Information:**

Name and Extension of Person Ordering

Department;

Office of Student Leadership & Activities

Room Number/Building: 260 Student Center

**Vendor Information:**

Name of Company:

Address:

Contact:

Phone:

Fax:

Quantity	Items (Please include model no. and description)	Unit Price	Total Price

Reason for using this Vendor: sole source  bids attached  Other

Purchasing Dept. approval \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ PO Number: \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type  
 See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,