DONATIONS DOCUMENTATION NEEDED

All donations must come from income that was raised by your club. SGA money is not to be used for philanthropy.

- Completed SGA funding requisition form (top portion only) if you are a SGA recognized organization
- Completed check requisition form including name, address and vendor identification number of organization receiving check
- Donation form from the company (if available)
- If no donation form is available, a letter explaining how you raised the money and the purpose of the donation. Be specific if donation is going towards a specific person or cause.
- Specify wording to appear on the donation check (i.e. Donated by ______ for ________).
- Original deposit slips (OSLA office)
- W-9 form filled out by vendor

<table>
<thead>
<tr>
<th>STUDENT ORGANIZATIONAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: __________________________</td>
</tr>
<tr>
<td>Contact email: __________________</td>
</tr>
<tr>
<td>Contact phone: __________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OSLA RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of staff in-taking paperwork: __________________</td>
</tr>
<tr>
<td>Date paperwork was received: __________________</td>
</tr>
<tr>
<td>Copy made by: __________________</td>
</tr>
<tr>
<td>Copy given to student and original to club advisor: ________________</td>
</tr>
<tr>
<td>Originals given to: __________________ Sent to AP: __________________</td>
</tr>
</tbody>
</table>
HOFSRA UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

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 __________________________

Rev 08/2012
<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Proj</th>
<th>BC</th>
<th>Acty</th>
</tr>
</thead>
</table>

No request for reimbursement will be honored unless supporting documentation is provided.

- [ ] Other
- [ ] On Campus
- [ ] Student
- [ ] Off Campus
- [ ] Payee an: Employee
- [ ] Check One

**Explanation for Request:**

**Address:**

**Payable to:**

**Date Requested:**

**Approved by:**

| Document # | Vendor / SS # | Date | 
|------------|--------------|------|---|

Hofstra University - Check Requisition/Accounts Payable
### W-9 Request for Taxpayer Identification Number and Certification

**Form W-9 (Rev. October 2007)**

**Department of the Treasury**

**Internal Revenue Service**

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**Name (as shown on your income tax return)**

**Business name, if different from above**

**Check appropriate box:**
- Individual/Sole proprietor
- Corporation
- Partnership
- Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership)
- Other (see instructions) ★
- Exempt payee

**Address (number, street, and apt. or suite no.)**

**City, state, and ZIP code**

**Requester's name and address (optional)**

**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.

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

**Social security number**

**Or**

**Employer identification number**

---

### 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.

**Sign Here**

**Signature of U.S. person ★**

**Date ★**

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### 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,