REIMBURSEMENT DOCUMENTATION NEEDED

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

REIMBURSEMENT TO STUDENT

➢ Completed SGA funding requisition form (top portion only) if you are a SGA recognized organization
➢ Completed check requisition form including fund, organization and account number
➢ Original invoice from vendor showing quantity, price per item, shipping charges, total cost, payment method
➢ Once approved, if payment was made:
   • by cash, submit original receipt showing name and address of establishment where goods were purchased. Copied receipts well not be accepted.
   • by credit card, submit credit card statement showing transaction, amount, your name, last four digits of credit card number and front copy of credit card used
   • by debit card, submit debit statement showing transaction, amount, your name, digits of debit card account matching payment method on invoice and front copy of debit card

PAYMENT TO VENDOR

➢ Completed SGA funding requisition form (top portion only) if you are a SGA recognized organization
➢ Completed check requisition form including fund, organization and account number
➢ Original invoice from vendor showing quantity, price per item, shipping charges, and total cost
➢ If payment is for an event, list of attendees, their Hofstra I.D. numbers, flyer for event
➢ W-9 form filled out by vendor
➢ Any necessary insurance certificates, permits, or contracts

<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>
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 ___________________________
<table>
<thead>
<tr>
<th>Description</th>
<th>Account</th>
<th>Fund</th>
<th>Organization</th>
<th>Project</th>
<th>Activity</th>
<th>BC</th>
<th>Activity</th>
</tr>
</thead>
</table>

**TOTALS**

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**NO REQUEST FOR REIMBURSEMENT WILL BE HONORED UNLESS SUPPORTING DOCUMENTATION IS PROVIDED**

- **Phone #**
- **ON/CAMPUS**
- **OFF/CAMPUS**
- **Check One**

**Explanation for Request:**

**Date Required**

**All Boxes Must Be Filled In**

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HOFSTRA UNIVERSITY - CHECK REQUISITION/AcOUNTS PAYABLE

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**Approved By**

**Vendor/SS#**

**Date**

**Requested By**

**Document #**

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Form W-9

Request for Taxpayer Identification Number and Certification

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

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

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,