

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 will 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

STUDENT ORGANIZATIONAL INFORMATION

Name: _____

Contact email: _____

Contact phone: _____

OSLA RESPONSIBILITY

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: _____ Sent to AP: _____

HOFSTRA 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 _____

HOFSTRA UNIVERSITY - CHECK REQUISITION/ACCOUNTS PAYABLE

Document #	Requested By	Date	Vendor / SS #	Approved By	**ALL BOXES MUST BE FILLED IN**
				A)	Date Required
				B)	
Payable To:				Explanation for Request:	
Address:					
Check One:					
OFF CAMPUS				Is Payee an: Employee <input type="checkbox"/>	
ON CAMPUS				Student <input type="checkbox"/>	
				Other <input type="checkbox"/>	
Phone #:	-	-	-		

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

[illegible]

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: ☐ 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.)

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.

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,