



FINANCIAL REQUEST FORM

ORGANIZATION INFORMATION

Organization Account #

----- **Not Required** ----- **Required** -----

Full Organization Name: _____

Requestor's Name: _____

Additional Pick-Up Names: _____

Email Address: _____

Phone Number: _____

EVENT or PROJECT (if applicable)

R25 Confirmation #: _____

Name of Event/Project: _____

Event Date: _____

People in attendance: _____

Please estimate the number of attendees

1. CHECK PAYMENTS

Payment to Corporation or Individuals

Submitted at least 15 business days before payment needed; 30 days if with contract.

Supporting documentation **MUST** be attached with request. All check requests require an invoice and/or contract. Please speak with the UC/SA Advisor or Financial Administrators for all reimbursement approvals before purchases are made.

Name of Vendor: _____

Contact Person: _____

Phone Number: _____

Tax ID #, AU ID#, SSN: _____

Description of Payment (Invoice Required)

Mailing Address: _____

City/State/Zip: _____

Fax Number: _____

Is this a preferred vendor?

Yes ☐ No ☐ (If no please submit a W9)

For Check Request Only

☐ Mail (*Account will be charged for Postage*)

☐ Hold for Pick-Up

PAYMENT AMOUNT: \$ _____ **Date Needed By:** _____

2. PURCHASE CARD up to \$500

GIFT CARDS

EAGLEBUCKS CARD

ON CAMPUS PO

List of Gift Card Vendors and Eaglebucks Vendors available at UC/SA Front Desk

Vendor: _____

Amount Requested: \$ _____

Desired Pick-Up Date: _____

Description/Reason for Purchases

Vendor: _____

Amount Requested: \$ _____

Desired Pick-Up Date: _____

Total Amount Requested: \$ _____

Vendor: _____

Amount Requested: \$ _____

Desired Pick-Up Date: _____

SA Finances Use Only

(GC's and EBUX) EB Card# _____

Issued Amount: \$ _____

Receipt Amount: \$ _____

AC CB CH CWH KJ MR RH _____

APPROVAL SIGNATURES

Signature _____ President/Treasurer _____ Printed Name _____ Date _____

SG Comptroller (if applicable) _____ Date _____

University Center & Student Activities Advisor/Financial Administrators _____ Date _____

University Center & Student Activities Director/Senior Director _____ Date _____

SA USE ONLY

SON: _____

FA: _____ **Date:** _____

Envelope #: _____

Card Return Date: _____

Tracking #: _____

3. ONLINE/PHONE/FAX ORDERS

Must be submitted at least 10 business days before date needed

Vendor: _____ Web Address: _____ Phone/Fax #: _____

Description*

*** Shopping cart or invoice is required for all orders. All artwork should be emailed to safinances@american.edu**

Order Total: \$ _____

4. HOTEL/FLIGHTS/TRANSPORTATION REQUESTS

Must be submitted at least 15 business days before travel dates

All hotel requests over \$500 must be paid via check. Please request a W9 and complete the check section if applicable.

Dates of Travel: _____ Destination: _____

Reason for Travel: _____

Is this a: ☐ Hotel Reservation ☐ Flight Purchase ☐ Train Purchase ☐ Bus Purchase

Required Attachments: ☐ Print out of Reservation ☐ Print out of Desired Travel w/dates ☐ List of Attendees ☐ W9
(with contact info)

Total: \$ _____

5. AVIS CAR RENTAL REQUEST

Must be submitted at least 10 business days before date needed

***Reservation print-out must be attached**

Pick Up Location: _____ Pick Up Date: _____ Time: _____

Vehicle Type: _____ Return Date: _____ Time: _____

Driver 1: _____ Age: _____

Driver 2: _____ Age: _____

Driver 3: _____ Age: _____

Purpose of Trip:

*Estimated/Budgeted Cost: \$ _____

Please Note: Rental Car use within the US ONLY

6. SERVICE REQUEST

Must be submitted at least 10 business days before needed

Please note that mail services are for letters only. All package services should be requested using the Ebux Section 2 for the UPS Store.

Aramark Catering \$ _____

Mailing Services # _____

Facilities Services \$ _____

Description

REQUEST CHECKLIST

REQUEST TYPE	REQUIRED MATERIALS
Check Request – COMPANIES	<input type="checkbox"/> Invoice <input type="checkbox"/> Professional Service Agreement (if applicable) <input type="checkbox"/> W9 Form
Check Request – INDIVIDUALS (for contracted individual payments, reimbursements and honorariums)	<input type="checkbox"/> Invoice <input type="checkbox"/> Professional Service Agreement (if applicable) <input type="checkbox"/> Itemized receipts (for reimbursements over \$75) <input type="checkbox"/> W9 Form
Online Orders	<input type="checkbox"/> Shopping Cart/Wish List of desired purchases <input type="checkbox"/> Credit Card Authorization (if applicable) <input type="checkbox"/> Artwork of Design emailed to safinances@american.edu (if applicable)
Travel Requests	<input type="checkbox"/> Travel Document from Advisor <input type="checkbox"/> Online selection printout of reservation request <input type="checkbox"/> Credit Card Authorization (if applicable)

How-to Complete a Financial Request Form

For All Financial Requests



- Please complete the *Organization Information* and *Event or Project* sections.
- Pay special attention to the Account # and 25Live Confirmation #.
- All requests must be signed by the student organization President or Treasurer who has completed the UCSA Financial Leadership course. SG departments must also get the SG Comptroller's signature.
- All requests under \$1000 need the signature of the organization's UCSA advisor. Requests \$1000 or over also require the Director of Student Activities signature, which your advisor will procure.

Check Requests- submitted min. 15 business days in advance, 30 days with contract



- Please complete all portions of *Section #1*. Be sure to include a thorough description.
- Your UCSA advisor can verify whether a W-9 is already on file; otherwise, request a W-9 from your vendor.
- All check requests require an invoice. Donations can use a donation letter instead. Ask your UCSA advisor for a sample donation letter.
- If any service is being provided, be sure to complete a Professional Service Agreement (PSA) with your vendor.
- Submit a completed Financial Request form, PSA (if needed), donation letter (if needed), invoice, and W-9 (if not on file) to your UCSA advisor for required approval and signature(s).
- Checks can be mailed by UCSA (you will be charged for postage) or you can pick up the check.

P-Card, Gift Card, and Eaglebucks Card Requests- submitted min. 5 business days in advance



- Please complete all portions of *Section #2*. Be sure to give a thorough description of all intended purchases.
- You must list all stores that you will or might shop utilize and break up the amount you might spend at each vendor. P-cards can be requested for values up to \$500 maximum.
- Your financial administrator will decide whether to issue a P-card, gift card, or Eaglebucks card.
- Submit a completed Financial Request form to your UCSA advisor for required approval and signature(s).
- Cards will be available after 11am on the day of pick up and must be returned by 11am two business days later. If cards are picked up on Thursday or Friday, they must be returned by 11am on the following Monday.


Online/Phone/Fax Order Requests- submitted min. 10 business days in advance




- Please complete all portions of *Section #3*. Be sure to give accurate website and contact information as well as a thorough description.
- A detailed shopping cart or invoice, including desired shipping rates, must be submitted with the form.
- Any artwork needed for the order should be emailed to safinances@american.edu and your UCSA advisor.
- Submit a completed Financial Request form and shopping cart/invoice to your UCSA advisor for required approval and signature(s).
- All orders will be picked up from UCSA at the MGC 271/274 Front Desk.

~Continued~


Travel Requests- submitted min. 15 business days before travel

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- Travel Requests require the most planning, research, and organization. Check in early with your UCSA advisor, and don't hesitate to book an appointment with your financial administrator after approval to process the request.
 - Please complete all portions of *Section #4*.
 - Submit a completed Financial Request form, completed Travel Itinerary Request form, travel cost sheet, Eventbrite Application (if using for sign-ups and/or waivers), and all conference/ accommodation/travel documentation to your UCSA advisor for approval and signature(s).
 - See the Travel Itinerary Request form or Student Organization Travel Timeline for additional information.
 - If you require a P-card for additional purchases during travel, be sure to submit that separately.

Avis Car Rental Requests- submitted min. 10 business days before travel

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- As with travel requests, please check in early with your UCSA advisor and financial administrator with any questions.
 - Please complete all portions of *Section #5*.
 - Submit a completed Financial Request form, a copy of your intended Avis reservation, completed Travel Itinerary Request form, travel cost sheet, Eventbrite Application (if using for sign-ups and/or waivers), and all conference/ accommodation/travel documentation to your UCSA advisor for approval and signature(s).
 - See the Travel Itinerary Request form or Student Organization Travel Timeline for additional information.
 - If you require a P-card for additional purchases during travel, be sure to submit that separately.
 - **Please note that the drivers listed on the Financial Request form are the only individuals who can drive the rental.**

Service Requests- submitted min. 10 business days in advance

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- Please complete all portions necessary for *Section#6* including a thorough description of your request.
 - If you are working with Aramark, have the Aramark representative send your organization and your UCSA advisor the estimate for the order. You will then email your UCSA advisor to confirm the order accuracy and intent to order. Your advisor will confirm the order electronically. Submit a completed Financial Request form and invoice from Aramark to your UCSA advisor for approval and signature(s) to pay for the order.
 - If you are working with Facilities and Maintenance, please procure an email estimate from 2Fix. Submit a completed Financial Request form and the estimate from 2Fix to your UCSA advisor for approval and signature(s) to pay for the request. **DO NOT give 2Fix your account number without your UCSA advisor's approval.**

Questions? Check in with the Front Desk staff or your UCSA advisor.