

RSO Reimbursement & Supplier Payment Request

For WSU Registered Student Organizations

For RSO Use
RSO Reference #

Use this form for RSO reimbursements and RSO supplier payments. Please see the separate form for RSO stipends.
If this purchase is for a procurement card (pcard) transaction, please use the RSO Procurement Card Purchase Request form.

RSO ACCOUNT NAME	RSO PROGRAM # PG
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SUPPLIER/VENDOR OR CLAIMANT:	
NAME (First and Last or Supplier/Vendor Name)	WSU ID NUMBER
ADDRESS (Permanent Address, <u>NOT</u> Dorm/Hall Address)	CITY/STATE/ZIP CODE
EMAIL ADDRESS	PHONE #

PAYMENT METHOD – Mark ONE:
☐ DIRECT DEPOSIT: Check in with the RSO Finance Team!
☐ MAIL TO CLAIMANT (Address above must match WSU Workday)
☐ HOLD FOR PICK-UP (CSOL Office, CUB 320)

ATTACHMENTS:	
☐ RECEIPT(S)/INVOICE(S) (OR ALR) These must be ITEMIZED , and the payment details must be included!	☐ DIRECT DEPOSIT FORM (EFT/FTA/ACH)
☐ LIST OF RECIPIENTS/ATTENDEES	☐ W-9 FORM (OR W-8BEN)
☐ OTHER:	

Direct Deposit Form (EFT, FTA, ACH): <https://getinvolved.wsu.edu/media/pkcjcgkg/direct-deposit-eft-for-rso-reimbursements-1031.pdf>

SUPPLIER/VENDOR NAME	DESCRIPTION (Items, Event Name, Date, Gift Card/Certificate Recipient Information, etc.)	FULL or PARTIAL	TOTAL
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

FORM INSTRUCTIONS (Further information is at https://getinvolved.wsu.edu/student-organizations/resources/)	GRAND TOTAL
- Please type or print information. One receipt/invoice per line and include the GRAND TOTAL amount to be reimbursed/paid. - Attach all Supporting Documentation to this Original. Itemized receipts/invoices must show all items charged (including tax, shipping, gratuity/tip, fees), the supplier's name, date of purchase. If airfare or lodging, itemized receipt must include the supplier's name, ticket #, traveler's name, itinerary with destinations and the total paid. If reimbursement includes gift cards/certificates, also include the recipient's full name and WSU ID #. If itemized receipt is not available/provided, attach an RSO Affidavit of Lost Receipt. All documents must be in English. - Retain one copy of all documents for your records. Submit this ORIGINAL form along with all supporting documentation (receipts, invoices, memos, W-9s, EFTs, emails, etc.) to the Center for Student Organizations & Leadership Office (CSOL): rso.finance@wsu.edu or bring to CUB Room 320. Call 509-335-9667.	

RSO APPROVALS: Authorized persons MUST be listed AND signed on the RSO's ANNUAL Signature Authorization on Involve . Neither signature can be the CLAIMANT above.			
AUTHORIZED RSO STUDENT:	PRINTED NAME	SIGNATURE	DATE
AUTHORIZED RSO ADVISOR:	PRINTED NAME	SIGNATURE	DATE

CSOL RSO Departmental Use Only	Received Stamp	Scanned Stamp	Comments:	
			Req #	Ref #