

REQUEST FOR CHECK ISSUANCE

REGISTERED STUDENT ORGANIZATION

WASHINGTON STATE UNIVERSITY
ACCOUNT NAME
PROGRAM #

APPROVED FOR PAYMENT:

SIGNATURE OF AUTHORIZED STUDENT	DATE
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SIGNATURE OF AUTHORIZED ADVISOR	DATE
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Authorized persons MUST be listed AND signed on the RSO's ANNUAL signature card at the CougarCard Center.

SUPPLIER/VENDOR OR CLAIMANT
NAME
ADDRESS
CITY/STATE/ZIP CODE
WSU ID NUMBER, OR TAXPAYER ID #

CHECK HANDLING: (Mark or circle ONE) Place an "x" in box

MAIL TO CLAIMANT	
HOLD FOR PICK-UP	
DIRECT DEPOSIT	

INVOICE #	DESCRIPTION	RHA/PR#	AMOUNT
TOTAL			

CC0519 | FD180 | FN060 | RG10

INSTRUCTIONS:

1. Please Type or Print information, except signatures.
2. Attach all Supporting Documentation to the Original (itemized receipts, itemized invoices, etc.).
3. Submit Original along with Supporting Documentation to the CougarCard Center at cougarcard@wsu.edu or CUB Room 60 (509-335-1085).
4. Retain one copy for your records.
5. For further RSO information, please go to: <https://policies.wsu.edu/prf/index/manuals/70-00-purchasing/70-18-using-registered-student-organization-accounts/>

*The IRS requires WSU to report vendor earnings to the IRS pursuant to 26 CFR 301.6109 et seq. Thus, vendors requesting payment from WSU must provide a social security number if they cannot provide a WSU ID No. or a Taxpayer ID No. WSU will use number to report vendor earnings to the IRS and for no other purpose.

SUPPLIER #	APPROVED RSO ACCOUNTANT:	
<u>SU #:</u>	<u>Approved Signature:</u>	<u>Workday Transaction #:</u>