

GBSA Guidelines for Completing a Check Request Form

- ❖ **You must submit a “PAID” receipt for each expense.** E-mails confirming a reservation are not acceptable. Documentation must include a form of payment, such as the last four digits of a credit card and date of the transaction. **Credit Card Statements are not acceptable.**
- ❖ You will be reimbursed ONLY for expenses that **you** have incurred. Receipts must support the fact that **you** paid the charge. Credit card receipts that list the cardholder as someone other than you will not support a reimbursement to you.
- ❖ **Reimbursement requests must include:**
 - Your name, SIS #, current address and reimbursement amount. The reimbursement check will be mailed to you at the address listed on the reimbursement form.
 - Complete supporting documentation.
 - Please make sure to state the reason for your purchase(s).
 - Authorized club representative approval as well as GBSA VP of Finance approval.
- ❖ **Submission process:**
 - Email request for reimbursement to your authorized club representative for approval. Please include the total amount you are requesting.
 - Club rep will approve and forward to GBSA VP of Finance for approval.
 - VP of Finance or President will forward to [OLIN Accounting-GPO Services](#) for processing.
 - Observance of these guidelines will prevent a delay in the processing of your reimbursement.
- ❖ All expenses for social events must include the number of participants. These expenses include the purchase of food and beverages (alcoholic and non-alcoholic), as well as decorations and entertainment. If the total number of participants is less than twelve, include a list of the individual names. If the number is 12 or more, include the total number of participants instead of the names.
- ❖ Direct payments to vendors should include a copy of the vendor’s W-9. The W-9 confirms the legal name of the company, the legal entity’s registered mailing address and Tax Identification Number (TIN). This information is required to establish a company as a vendor in our accounting system and saves time in processing your request.
- ❖ Vendor Selection & Contracts: Washington University has an extensive list of preferred suppliers. Please contact Accounting for assistance in identifying vendors. Any agreements or contracts with vendors must be reviewed by Olin Accounting and signed by the Associate Dean of Student Affairs.
- ❖ If you have any questions on what expenses are reimbursable or the reimbursement process, please email [OLIN Accounting-GPO Services](#) or [Sue Dunn](#).