



DISBURSEMENT REQUEST FORM

Date:
Program/Project Name: Project ID:
Payable To:

Address: On file New (Complete Below)
Is payee an SCSU employee? Yes No
If yes, please check the one below that applies:
Faculty Staff
SS # / Tax ID #
Is payee a U.S. Citizen? Yes No

If payee is an independent contractor, is W-9 attached or on file?
Yes No
If no, obtain form at http://www.irs.gov/pub/irs-pdf/fw9.pdf
Complete and attach
See Back for Codes

Table with 3 columns: REASON FOR PAYMENT - Provide detailed explanation, \$ Amount, Expense Code. Includes a TOTAL row at the bottom.

Attach Original Documentation

Print Name of Authorized Signer: Tel Ext. Date

Authorized Signer for Account:
Your signature attests to the validity of the expense For Athletic Use Only

Secondary Approval: Dept. Chair/Dean Date

Mail Check to Payee Hold for Pickup Check Received By Date

Below For Business Office Use Only

Reviewed By: Business Manager Date:
Approved By: Date:
Approved By: Date:
Check # Check Date:

Fund Availability table with rows for Balance Available and \$ Remaining.

Retain Copy of Request Form & Receipts For Your Records. No Copies Will Be Forwarded After Payment.

EXPENSE CODE DEFINITIONS

Expense Code	Description	Expense Code	Description
5310	Advertising Newspaper, radio or TV ads for a program or University related event	5275	Postage
5320	Annual Report Expenses to produce Foundation's Annual Report	5800	President's Expenses
5330	Audit Expenses	5820	Printing/Reproduction/Graphics
5360	Automobile Lease	5900	Professional Service & Consultants Payment to an individual or company for a specific or specialized project (NOT FOR GENERAL WORK)
5230	Award-Non-Student or Faculty Payment for the award of a book, or other non-cash item	5200	Program Expenses Any expenses associated with a particular program
5340	Bank Fees	5910	Rent and Overhead
5110	Benefits Reimbursement to University for benefits	5225	Scholarship/Fellowship Award Payment to University for a Scholarship, Fellowship or Award
5115	Compensation Reimbursement to University salary	5435	Software Purchase/Lease/Maintenance
5375	Conferences/Seminars	5940	Sponsorships
5420	Dues/Memberships	5945	State Fees
5430	Equipment Rental & Purchases	5950	Subscriptions/Books/Printed Materials
5500	Executive Director's Expenses	5955	Taxes Property, Land. Etc.
5370	Foundation Board Activities	5960	Telephone Telephone, cell phone, Fax, etc.
5520	Fundraising Support An event put on primarily to raise money for the University	5970	Travel Expenses
5540	Insurance	5975	University Campaign Support
5550	Legal Fees	5980	University Support
5600	Miscellaneous Administrative	ATHLETIC ACCOUNTS	
5610	Office Supplies	5200	Program Expenses