CARLETON COLLEGE STUDENT ORGANIZATION
PAYMENT REQUEST FORM

Student Org Name: ___________________________ DATE ________
Organization Account #: ______________________
Payee name: ________________________________ E-CHECK ________
Complete address: ____________________________ US MAIL ________

Attach a completed W-9 form for a NEW vendor. W-9 forms are available from the Business Office Website or at irs.gov

<table>
<thead>
<tr>
<th>Expense code (see below)</th>
<th>Date of Expense</th>
<th>Detailed description/purpose of expense</th>
<th>TOTAL $ AMOUNT OF EXPENSE</th>
<th>TOTAL MILES</th>
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</thead>
<tbody>
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</table>

TO ENSURE YOUR REIMBURSMENT COMPLIES WITH IRS AND COLLEGE REGULATIONS:
* Attach original itemized receipts to back of form
* Expenses older than 60 days may be denied
* Submit expense reimbursements at least monthly - ALLOW TWO WEEKS FOR PROCESSING
* **ACADEMIC TEAMS** - Reimbursements must be submitted within two weeks from date of expense
* MUST use mileage log or MAPQUEST-type documentation to calculate mileage reimbursements (receipts ARE NOT acceptable)
* Identify attendees when requesting mileage reimbursement
* Student reimbursements are made via electronic deposits. Sign up on The HUB under Reimbursement Bank Account (non-payroll)

EXPENSE CODES:

<table>
<thead>
<tr>
<th>5302 Supplies</th>
<th>5281 Honoraria/Professional Services</th>
<th>5301 Printing - off campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>5305 Postage</td>
<td>5802 Student Travel/Conference Expenses</td>
<td>5907 Meetings/Entertainment</td>
</tr>
<tr>
<td>5402 Equipment</td>
<td>5911 Entry fees/Memberships</td>
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</tbody>
</table>

I authorize the above payments and take full responsibility for assuring their accuracy and compliance with CSA financial policy.

APPROVED BY (PLEASE PRINT) ___________________________ PHONE ________
Student Organization President or Treasurer

CSA TREASURER’S SIGNATURE ___________________________ DATE ________
REQUIRED FOR ALL CSA PAYMENT REQUESTS

ADVISOR’S SIGNATURE ___________________________ DATE ________
Aaron Chaput (Club Sports only) / Student Activities Office Representative (CSA)