



UVaClubs

Office of Engagement Request for Disbursement

(Please print or type)

Name:	For staff use:
E-mail:	<i>Vendor:</i>
Date:	<i>Invoice number:</i>
Phone:	<i>Account number:</i>
Amount:	<i>Account name:</i>
Pay To:	<i>PTAO:</i>
	<i>Check number:</i>
	<i>Date paid:</i>

Deadline: within 30 days of purchase

DELIVERY INSTRUCTIONS

- Hold for pick-up
- Mail to Recipient (enclose self-addressed, postage-paid envelope)
Address:

PURPOSE

Please identify the nature of your request by checking one of the boxes below:

- Reimbursement (answer questions 1-3)
- Contractual/Personal Services (answer questions 4-8)
- Payment for Goods (Provide W-9 SS#)
- Transfer of Funds (Provide W-9 SS#)
- Honoraria (Provide W-9 SS#)

Reimbursements:

1. Are all receipts attached? (Y/N/on file?)
2. Are these expenses allowable under University and IRS guidelines? (Y/N?)

If NO, please explain.

3. Please describe the goods or services for which you request reimbursement:

Personal Services:

4. Attach completed IRS Form W-9 (Payment cannot be made without W-9).
5. Is this a University employee (part- or full-time) or a graduate student? (Y/N?)
6. If YES, please attach written approval for payment from Yoke San L. Reynolds, Vice President of Finance, 924-0716 (Payment cannot be made without approval)
7. Is this person a U.S. Citizen? (Y/N?)
8. If NO, please request a transfer of funds to your University account. For tax compliance reasons, we cannot pay foreign individuals for personal services through the UVa Fund.

Comments:

Disbursement Authorized By:

Signature:

Print/type name here:

If payment is to be made to a commercial vendor, attach original invoice for our files and an invoice copy to include with check.

Completed vouchers should be forwarded to Andi Elledge (andielligence@virginia.edu) at the appropriate address below:

USPS:

U.Va. Office of Engagement
400 Ray C. Hunt Drive
P.O. Box 400807
Charlottesville, Va 22904-4807