



Submit to front desk of  
Student Involvement office  
(The HUB #2300).

# RSO Payment Request Form

**Use:** To request Reimbursements, Honorarium Payments, Dues Payments, and Conference Registration Payments.  
**Instructions:** Submit completed & signed RSO Payment Request Form to the front desk of Student Involvement office.  
 (Note: Reimbursements must be submitted within 45 days of the purchase date.)  
**Additional Requirements:** Attach the original, itemized receipt (which clearly shows payment details) for reimbursements. Attach a Virginia Substitute W-9 form for payments to non-GMU individuals or organizations. Attach the Independent Contractor Form, Guest Lecturer Acknowledgement, and event flyer/advertisement for honorarium payments. Attach a list of student names and an invoice for dues and conference registration payments.

PAYEE INFORMATION:	EVENT INFORMATION:						
<p>Name:</p> <p>Address:</p>  <p><i>Student and employee reimbursements will be sent via direct deposit or mailed to the individual's current address in Patriot Web.</i></p> <p>G Number:</p> <p><b><u>Check One</u></b></p> <p style="padding-left: 20px;">U.S. citizen/ lawful permanent resident            Nonimmigrant visa holder and activities conducted in the US (visa status)            Non-U.S. citizen OR Nonimmigrant visa holder and activities conducted outside the U.S.</p>	<p>Event Name:</p> <p>Event Date: <span style="float: right;">Event Time:</span></p> <p>Description:</p>  <p><i>For Food, Beverage and Catering expenses only:</i></p> <p>Location:</p> <p># of Attendees:</p>						
FUNDING INFORMATION:	RSO INFORMATION:						
<p><b>Please specify funding source:</b></p> <p>Student Funding Board (SFB):</p> <p>Self-Generated Revenue (SGR):</p> <p><b>Total Amount to Pay:</b></p>	<p>Org Name:</p> <p>Org Number: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 150px;"><tr><td style="width: 20px;">6</td><td style="width: 20px;">1</td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td></tr></table></p> <p>Requestor's Name:</p> <p>Requestor's Email: @masonlive.gmu.edu</p>	6	1				
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	Print Name	Title	Date
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	Print Name	Date
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(Signature certifies that this is a necessary and appropriate expenditure that has not been nor will not be reimbursed by another party. Signature acknowledges that the goods purchased become the property of the University.)