



Submit to Student
Involvement office.

RSO Payment Request Form

Use: To request Reimbursements, Honorarium Payments, Dues Payments, and Conference Registrations.

Instructions: Submit completed & signed RSO Payment Request Form to the Student Involvement office. Attach the original, itemized receipt or invoice and proof of payment (i.e., copy of credit card statement).

Additional Requirements: Attach a Virginia Substitute W-9 form for payments and/or reimbursements to non-GMU individuals or organizations. Attach a list of student names for dues payments and conference registrations.

PAYEE INFORMATION:	EVENT INFORMATION:
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Name: _____

Address: _____
(number, street, apt)

_____ (city) (state) (zip code)

G number: _____

Check One

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.

Event Name: _____

Event Date: ____/____/____ Event Time: _____

Description: _____

For Food, Beverage and Catering expenses only:

Location: _____

of Attendees: _____

FUNDING INFORMATION:	RSO INFORMATION:
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Please specify funding source:

Student Funding Board (SFB): _____
(Amount)

Self-Generated Revenue (SGR): _____
(Amount)

Total Amount to Pay: _____
(Amount)

Org Name: _____

Org Number:

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Requestor's Name: _____

Requestor's Email: _____
@masonlive.gmu.edu

Requesting RSO Officer's Signature	Print Name	Title

Signature of Payee if Mason Student or Employee	Print Name	Date

(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.)

(Updated: Aug 2017)