



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:**

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:**

**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      Date

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: Jan 2018)