



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:						
Name: Address: G Number: <u>Check One</u> 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: <i>For Food, Beverage and Catering expenses only:</i> Location: # of Attendees:						
FUNDING INFORMATION:	RSO INFORMATION:						
Please specify funding source: Student Funding Board (SFB): Self-Generated Revenue (SGR): Total Amount to Pay:	Org Name: 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> Requestor's Name: Requestor's Email: @masonlive.gmu.edu	6	1				
6	1						

	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.)