

NON-ONLINE PREPAYMENT FORM

Please submit this request with all required signatures to accounting@washburnlaw.edu

Student organization to be charged: _____

Purchase payable to: _____

Payee's mailing address, line 1: _____

Payee's mailing address, line 2: _____

Payee's WIN number: _____

Date reimbursement submitted: _____

Total amount requested: _____

Original itemized invoices/PO **MUST** be attached to this form and explained below.

Purchases will be approved only up to the remaining allocated budget balance of the organization.

- WSBA Funds will **not** approve purchases with gratuity charge **exceeding 20% of the pre-tax total** (the max tip that can be approved is 20% of the total before tax is applied).
- Purchase requests **MUST** be submitted at least **5 school days** before the date the purchased item is needed, **or** if the shipping time will exceed **5 school days**, at least **2 school days** longer than the shipping estimate before the item is needed.
- Student organizations are responsible for keeping copies of all receipts.
- Check payments will be mailed to payee's mailing address unless other arrangements are approved in advance. Payee's address **MUST** be provided
- If Payee is an individual, the individual's WIN number (If Student: student ID number. If Vendor: Check with Office) **MUST** be provided.
- WSBA funds can not be used to purchase alcohol

Fill out what is applicable to your order:

Date Needed	Total	Price Per	# Of Items	Purpose
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

If ordering gift cards for prizes please remember to report winners to accounting@washburnlaw.edu

Per the contract with Chartwells any prepurchased food or non-pepsi products must be used off campus

Contracts of any kind need to be sent to lawschoolcontracts@washburnlaw.edu: **must be submitted at least 3 months before**

The undersigned verify the accuracy of the above listed expenses to the best of their knowledge and affirm that these expenses are to be incurred by a student organization recognized by the Washburn Student Bar Association. There **MUST** be two signatures from **two** officers of the organization. Esignature may be used to sign for electronic submissions.

Signature of Organization Treasurer

Signature of Other Authorized Individual

If using WSBA Funds

Signature of WSBA Treasurer: _____

For internal use only

Date Received: _____ Date approved: _____ Date distributed: _____

Method of distribution: P-card School account order Direct-bill Invoice

Fund: 111200 Org: 330040 Account: _____ Prog: 15001 Activity: _____ Multiple Activity Codes and Amounts

Notes for this Purchase: