

RSO Invoice Payment Form - Student Organizations

(Also used for Departmental Payments)

****Please download this form and then fill out.
Do not fill out in your browser or information may not save****

Name of Vendor or Company Receiving Payment: _____

Fed Tax ID# (Not Needed for VT Department Payments): _____

This form, along with all supplemental documentation, must be submitted via the [Payment Submission Form on GobblerConnect](#).

Please be sure to attach all supporting documentation i.e.: invoice and W9 to this request to ensure fast and efficient processing of payment.

- All properly completed requests will be processed in a timely manner.
- Any incomplete requests received will be held until receipt of required additional information.
 - You will have one week from notification to turn in additional paperwork or it will be discarded and new paperwork will need to be submitted.
- Completed paperwork can take several weeks to be processed by the Controller's Office.

Check List and Important Information for Payment Processing:

(Please be sure to review and check off each item)

- Invoices must be paid to a company/vendor, and **cannot** be paid to a student/faculty/staff member. **Do NOT pay an invoice and request a reimbursement. SBB will pay the invoice directly.**
- A payment processing form needs to be filled out for each vendor to be paid (see back of sheet).
- Detailed, original invoices showing all items/services to be purchased.
- Please email budgetboard@vt.edu to see if we already have a W-9 on file for the vendor. If we do not, you will need to obtain one from the vendor.
- Invoices from a VT Department **do not** require a W-9 form.
- Submit this form with invoice and W9 form, as soon as you receive your invoice.
- If payment is needed on day of event, paperwork must be turned in 4 weeks ahead of event date to receive check on time.
- If you have questions, please ask the SBB Administrative Associate by setting up a meeting. Meetings can be set up via our online process found on SBB's website.

Be sure to complete both pages.

Timestamp of Date Received:

1. Name of Organization: _____

2. Today's Date: ____ / ____ / ____

3. Name of Project or Event: _____

4. Date of Event: ____ / ____ / ____

5. Budget Request Number (on GobblerConnect): _____

6. Total Payment (Per SBB Allocation): \$ _____

7. Item for Payment and Line Item Number on GobblerConnect Request:

- Item: _____ Line Item Number: _____
- Item: _____ Line Item Number: _____
- Item: _____ Line Item Number: _____

Please note: Vendor/invoice payments will be mailed directly to the vendor at the address below.

8. Make Payment to: _____
(Enter Vendor Name if payable to a COMPANY or Enter Individual's Name)

Payee address:

Address (1): _____

Address (2): _____

City, State, Zip: _____

9. I consent to electronically sign this Payment Processing Form. Signature is below.

I hereby certify that the expenses described above, and per any attachments hereto, were allocated by Student Budget Board to our organization and are necessary and appropriate expenditures of the named student organization. By my signature, I acknowledge that any goods purchased become the property of the named student organization at Virginia Tech.

10. Requested By: _____ / _____ / _____
(Please Print Name) (Signature) (Date Submitted)

_____ (Requestor's email address) (_____) _____ - _____ (Requestor's telephone number)