



Financial Transaction Request Form

Center for Student Involvement
Spring Hill College
Student Center Room 231
251.380.3027 (phone)
251.460.2112 (fax)
csi@shc.edu

Organization Information

Organization: _____ Account #: _____

Requesting Officer: _____

Email: _____ Phone: _____

Organization President: _____ Email: _____

Organization Advisor: _____ Email: _____

Transaction Information

Transaction Type: (please check)

Transaction Amount: \$ _____

- Deposit
- Purchase Order
- Check Request
 - An invoice or contract must be attached
 - For payments to individuals, attach completed and signed W-9 Form
- Reimbursement
 - All requests for reimbursement must be approved PRIOR to purchase
 - An invoice or receipt must be attached

Payee: _____ Student ID #: _____

Address: _____

Purchased Items or Services/Purpose:

Form Submission

Submission Instructions: This form should be submitted by email to the Center for Student Involvement at csi@shc.edu. To submit, please save the completed and signed form and send as an email attachment to the above address. Paper forms or forms that are incomplete will not be accepted.

Attachments: This form should be submitted with the following documents: (1) requests for purchase orders or checks should include a copy of a price quote or invoice (2) any payment request to an individual should include a copy of their w-9 form.

Certification: The signature below certifies that all information on this form is accurate and up-to-date and that this organization is active and conducts its affairs in accordance with all applicable laws and College policies.