



If you request Associated Students:

1. To pay the vendor directly, you are required to submit a QUOTE or an INVOICE
2. For reimbursements, you are required to submit a PROOF OF PAYMENT

**NOTE: PAYMENT BY ASSOCIATED STUDENTS ARE BY CHECKS**

**NOTE: A.S. does not reimburse individual(s) or allow personal reimbursements**

**All transactions require a completed Requisition Form in addition to the following:**

**APPAREL**

<p><b>Apparel</b></p> <ol style="list-style-type: none"> <li>1. Quote, Invoice, or Paid Receipt</li> <li>2. Mockup of apparel displaying the A.S. Logo</li> </ol>	<p><b>Costumes/Uniforms</b></p> <ol style="list-style-type: none"> <li>1. Quote, Invoice, or Paid Receipt</li> <li>2. Letter from club advisor: See funding criteria</li> <li>3. Mockup of apparel</li> </ol>
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**PROFESSIONAL DEVELOPMENT REGISTRATION AND AIRLINE**

<p><b>Professional Development Registration</b></p> <ol style="list-style-type: none"> <li>1. Registration Form             <ol style="list-style-type: none"> <li>a. Quote, Invoice, or Paid Receipt</li> </ol> </li> <li>2. Conference Information Sheet</li> <li>3. Release &amp; Waiver Form for each participant</li> </ol>	<p><b>Airline</b></p> <ol style="list-style-type: none"> <li>1. Paid Receipt*</li> <li>2. Traveling Itinerary*</li> <li>3. Conference Information Sheet</li> <li>4. Release &amp; Waiver Form for each participant</li> </ol> <p>*Condition: Vendor must accept check payments; else student(s) will need to pay out of their pocket.</p>
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**PROFESSIONAL ARTIST/PERFORMER/SPEAKER AND HONORARIUM**

<p><b>Professional Artist/Performer/Speaker</b></p> <ol style="list-style-type: none"> <li>1. Contract, Invoice, or Quote</li> <li>2. Completed A.S. Contract Request Form</li> <li>3. Mini-biography of artist</li> </ol>	<p><b>Honorarium</b></p> <ol style="list-style-type: none"> <li>1. Completed A.S. Contract Request Form</li> <li>2. Mini-biography of artist</li> <li>3. Paid Receipt*</li> </ol> <p>*Condition: Gifts for Honorariums</p>
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**PUBLICITY AND PRINTING**

<p><b>Promotional Items</b></p> <ol style="list-style-type: none"> <li>1. Quote, Invoice, or Paid Receipt</li> <li>2. Mockup of item showing the A.S. logo pertaining to funding criteria</li> </ol>	<p><b>Spartan Daily</b></p> <ol style="list-style-type: none"> <li>1. Quote or Contract from Spartan Daily</li> </ol>
<p><b>A.S. Print Shop</b></p> <ol style="list-style-type: none"> <li>1. No paperwork is required</li> <li>2. The Print Shop will have your funding information when you go there, and notify them that you've received funding.</li> </ol>	<p><b>Alternative</b></p> <ol style="list-style-type: none"> <li>1. Quote, Invoice, or Paid Receipt</li> <li>2. Mockup of item showing the A.S. logo</li> </ol>

**OTHER**

<p><b>Equipment/Security/Venue</b></p> <ol style="list-style-type: none"> <li>1. Quote, Invoice, or Paid Receipt</li> </ol>	<p><b>Research Project</b></p> <ol style="list-style-type: none"> <li>1. Quote, Invoice, or Paid Receipt</li> </ol>
<p><b>Food</b></p> <ol style="list-style-type: none"> <li>1. Invoice or Paid Receipt from Spartan Shops</li> </ol>	