



CHECK & REIMBURSEMENT REQUEST FORM

Sales and Use Tax Notice: All expenses paid and reimbursed by the Foundation *must include sales tax*. It is the responsibility of the purchaser to ensure that all appropriate taxes are paid with each purchase and are shown on invoices and/or receipts.

Vendor Tax ID Notice: IRS regulations require that the Foundation issue 1099s to vendors under specific circumstances. In order to comply with these regulations, W-9's must be obtained for vendors and submitted with requests for payment (not required for reimbursements). It is the responsibility of the purchaser to obtain completed W-9 forms for vendors.

An **Entertainment Form** is required when requesting reimbursement for University related entertainment.

Vendor Name:	Vendor Invoice#:
	Invoice Date:
Vendor Address	Select Payment Delivery Method: <input type="checkbox"/> Mail Payment <input type="checkbox"/> Hold Payment for Pickup
Total Payment Amount Requested: \$	Charge to Foundation Account Number and Name:
Justification for item(s) purchased:	
_____	_____
Fund Administrator's Name (Print) Campus Number	Fund Administrator's Signature Date
<i>I hereby certify that the expenditure set out above was a valid purchase made for and on behalf of the University of North Georgia, its programs, divisions, etc., that the purchase was reasonable in amount and necessary to support the mission and business of UNG, that any available state funds have first been utilized, that all sales and use tax was paid, and that no portion of the purchase was for personal use and/or gain.</i>	

-----**Foundation Use Only**-----

Project #	Debit Account #	Debit Account Name	Project Balance	Request Amount

Foundation Approval

Two approvals are required for check requests over \$10,000

Foundation CEO or COO

Foundation Chair or Vice-Chair