



If you request Associated Students:

1. To pay the vendor directly, you are required to submit a QUOTE or an INVOICE

NOTE: PAYMENT BY ASSOCIATED STUDENTS ARE BY CHECKS

2. For reimbursements, you are required to submit a PROOF OF PAYMENT

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

<p>Professional Development Registration</p> <ol style="list-style-type: none"> 1. Registration Form <ol style="list-style-type: none"> a. Quote, Invoice, or Paid Receipt 2. Conference Information Sheet 3. Release & Waiver Form for each participant 	<p>Airline</p> <ol style="list-style-type: none"> 1. Paid Receipt* 2. Traveling Itinerary* 3. Conference Information Sheet 4. Release & Waiver Form for each participant <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>Professional Artist/Performer/Speaker</p> <ol style="list-style-type: none"> 1. Contract, Invoice, or Quote 2. Completed A.S. Contract Request Form 3. Mini-biography of artist 	<p>Honorarium</p> <ol style="list-style-type: none"> 1. Completed A.S. Contract Request Form 2. Mini-biography of artist 3. Paid Receipt* <p>*Condition: Gifts for Honorariums</p>
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PUBLICITY AND PRINTING

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

OTHER

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