

## PREPAYMENT FORM

Please submit this request with all required signatures to [accounting@washburnlaw.edu](mailto:accounting@washburnlaw.edu)

Student Organization:

### If Paying a Vendor

Event Name:

Vendor Name:

Description:

Event Date:/Payment needed

Amount:

### If Ordering Supplies from Vendor/Other Source

<u>Item Needed</u>	<u>Quantity</u>	<u>Price Per Unit</u>	<u>Total</u>	<u>Link</u>
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Grand Total

### SIGNATURES ON NEXT PAGE

Please Note:

- Purchases will be approved only up to the remaining allocated budget balance of the organization.
  - Purchase requests MUST be submitted at least 5 school days before the date the purchased item is needed, or if the shipping time will exceed 5 school days, at least 2 school days longer than the shipping estimate before the item is needed.
  - Student organizations are responsible for keeping copies of all receipts.
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The next pages signatures verify the accuracy of the above listed expenses to the best of their knowledge and affirm that these expenses are to be incurred by a student organization recognized by the Washburn Student Bar Association. There MUST be two signatures from two officers of the organization. Esignature may be used to sign for electronic submissions.

# Pre-Payment Student Signature Sheet

The undersigned verifies the accuracy of the above listed expenses to the best of their knowledge and affirms that these expenses are to be incurred to the following organizations.

## If Using WSBA Funds

Student Org. Treasurer:

Date:

WSBA Treasurer:

Date:

Fund: 111200

Org: 330040

Account:

Prog: 15001

Activity:

Notes:

## If Using Agency Account Funds

Student Org. Treasurer:

Date:

Student Org. Advisor:

Date:

Fund:

Account:

Notes:

## If Centers is Contributing to Payment

(one of the two above must also be filled out)

Name of Center helping:

Amount they are going to cover:

Notes: