Send to:
Mason Recreation
4400 University Dr. 1G6
Fairfax, VA 22030
The RAC, 1109

Club Sports Payment Request Form

Use for: Reimbursements, Facility Rental, Dues Payments, Officials, Equipment, Tournament Registrations, etc.
Instructions: Submit completed, signed Club Sports Payment Request Form to the Club Sports office (RAC 1109). Attach the original, itemized invoice or receipt to be paid. Include SGR for purchase, if required.
Additional Requirements: Attach a Food & Beverage Form, if purchasing food. Attach a W-9 form, if recipient has not been paid before by the University.

PAYEE INFORMATION:

Name: _____

Address: _____
(Number and street)

_____
(City) (State) (Zip code)

Tax Id# or Student G#_____

Contact Person: _____

Telephone: _____

E-mail:_____

Check One:

☐ U.S. citizen/ lawful permanent resident

☐ Nonimmigrant visa holder and activities conducted in the US (visa status) _____

☐ Non-U.S. citizen OR nonimmigrant visa holder and activities conducted outside the U.S.

REQUEST INFORMATION:

Request Title: _____

Date: _____/_____/_____

NOTE: Payment processing may take up to 45days

Date needed: _____/_____/_____

Description: _____

_____

_____

_____

_____

_____

Purchase type: _____
(dues, equipment, athletic officials, registrations, etc.)

FUNDING INFORMATION:

Please specify payment type:

Club Sports Funding: _____ (Amount)
*Request pending approval

Self-Generated Revenue (SGR): _____ (Amount)
*Must have enough SGR to cover purchase or include with this request

Total Amount to Pay: _____ (Amount)

NOTE: Payment processing may take up to 45days

CLUB INFORMATION:

Club Name: _____

Org Number: 4 8 1 | | | |

Requestor's Name: _____

Requestor's Email: _____ @masonlive.gmu.edu

Requestor's Telephone: _____

Requesting Club Officer's Signature **Print Name** **Title** **Date**

Signature of Person Receiving the Payment **Print Name** **Date**
**reimbursement only*