

THE SLIC'S GUIDE TO...

Completing an AS Grant Form

1. Requesting Party: Name of person filling out the form
2. Email: Requesting Party's email address
3. Phone: Requesting Party's cell phone number

4. Payable to: Name of the person who made the purchases (Purchaser)
 - a. Name on receipts/invoices MUST match the Purchaser's name
5. Tax ID/SSN:
 - a. If the check is being processed to a company: Call/email the company to find out their Tax ID # and obtain a copy of their W9 form
 - b. If the check is being processed to an individual: Provide the Purchaser's social security number or USD ID #
6. Address: Purchaser's business or home address
 - a. Check will be mailed to the address provided unless purchaser signed up for direct deposit
7. Email: Purchaser's email address
8. Phone: Purchaser's phone number

9. Title of Academic Grant: The title of your Academic Grant project
10. Name of Grant Recipient: Name of the person that was awarded the Academic Grant
11. Purpose of the Grant: Short summary of the purpose of the grant
12. Description of the Purchases: Detailed summary of purchases made and what the items were used for.

USE ONLY FOR INTERCAMPUS TRANSFERS

P: Project	For Example:	P: ABCD00000
O: Organization		O: Associated Students
E: Expenditure		E: Misc.
T: Task		T: 01
S: Source		S: 10000

13. Check needed: Do not write ASAP. Please allow 7-10 business days for processing
14. Amount: Total cost of all the receipts being reimbursed to the purchaser
 - a. **The receipts that are being reimbursed must all be made by the same individual.**
 - b. **One person may not be reimbursed for another person's purchases. Multiple AS Grant forms must be completed if there were multiple purchasers for the Academic Grant.**
 - c. **Receipts must indicate how items were paid for (i.e. cash, check, credit card)**
 - d. **Receipts must be itemized**
15. Proof of Purchase: A copy of the credit card used with the last 4 digits and name of purchaser visible OR a copy of the purchaser's bank statement showing the purchase

STUDENT LEADERSHIP, INVOLVEMENT and CHANGEMAKING

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Student Life Pavilion, 3rd Level