Enter vendor or student information.

If paying a vendor use TIN listed on W9, for students use Banner ID.

This is where you indicate if you want the University to mail the check directly or if you would like to pick the check up and pay the vendor/student yourself.

A staff member in the Controller’s Office will contact the person listed here when the check is ready for pick-up.

Enter your fund number here. If you do not know your fund number contact the Office of Student Involvement.

Do NOT enter an Org.

Refer to the ‘Commonly Used Account Numbers’ reference sheet for an appropriate account number.

Briefly describe what you are paying for.

You sign here.

Date the form is submitted.

The date you wish the check to be issued. Checks will take at least 3-5 business days to be issued regardless of the date requested.

Your club name goes here

Your name, phone number, and email go here.

Your club advisor’s name goes here.

Total of line items.

The total of all line items. This will be the total amount of the check.

If you are reimbursing a student and the expenses are related to a trip or travel, you must complete this section. If in doubt, fill it out just in case.

Your advisor must sign here.

The Office of Student Involvement will sign here.

*If you are issuing a check to a vendor you must submit a W9 and INVOICE with this form, if you are issuing a check to a student you must submit receipts or proof of purchase.
Request for Check

Paying a Vendor with a Check or Reimbursing a Student (only for amounts over $300)

Find Forms at: Xavier.edu/Clubs Under Club Finances.

To use this form you must:
• Request a completed W9 from the vendor
• Have an Invoice
• Know your organization’s Fund number
• Get your advisor’s signature

What is a W9?
A W9 is a form created by the IRS and is a document that certifies a business’ government issued Tax ID or an individual’s Social Security Number. The University requires all vendors and persons not employed or enrolled at the University to provide a W9 before being paid. Send a blank W9 form to the vendor or person being paid and ask them to fill it out or request an already completed one – vendors are very familiar with providing W9 to paying clients, this will not be an unfamiliar question. All Check Request forms should have a W9 attached when submitted.

What is my Fund Number?
If you don’t know your organization’s fund number, email Crystal Guffey in the Office of Student Involvement at guffeyc@xavier.edu or check out the instructional video titled: What’s My Fund Number? at Xavier.edu/Clubs under Club Finances.

What Account Number should I use?
Refer to the ‘Frequently Used Account Number’ list and pick the number that you think best fits the type of transaction you are making. You can find this list at xavier.edu/Clubs under Club Finances.

If I requested the check be mailed to the payee, will I receive notification when it’s sent?
If you requested the check be mailed to the payee, you will not receive a notification. Follow up with the vendor and/or Accounts Payable (513-745-3199) to confirm payment.

Submit the completed Check Request Form with your advisor’s signature, vendor W9 and invoice (or receipts if paying a student) to:

Office of Student Involvement
210 Gallagher Student Center
Monday-Friday, 8:30am-5:00pm

Drop the form in the Financial Forms Drop-Box.

You will receive an email notification from the Office of Student Involvement when your form is approved and submitted for processing.

Check List
- Obtain W9 and invoice from vendor (or receipts from student)
- Fill out Check Request
- Get advisor’s signature
- Submit the form, W9, and invoice (or receipts) to the Office of Student Involvement for approval

The Controller’s Office will call the contact person you have listed on the form when the check is ready for pick up

OR, if indicated

The Controller’s Office will mail the check directly to the vendor, you will not be notified

Follow-Up:
The Accounts Payable office will issue a check. To make sure the vendor received a mailed check, contact Accounts Payable and/or vendor directly.
Vendor will enter their name or business name, what type of company they are, and their address.

The vendor must enter their Tax ID number or an individual must enter their Social Security Number.

The vendor must sign and date here.