

Which Form Should I Use?!

I need to...	Use this Form...
...pay a vendor to buy supplies and services (e.g. office supplies, printing, program supplies, off-campus facilities rental, food).	Requisition (internal/external, blanket order or specific)
...reimburse a UW employee (this includes any student on the UW payroll) for travel costs.	Travel Expense Report (TER)
...pay a person who is not a company, partnership, corporation, association, organization, trust or estate, and for whom an employer-employee relationship does not exist.	Payment to Individual Report (PIR)
...establish a contract with an artist (singer, band, speaker) who is NOT a UW student or employee that will perform for one of our events/programs.	Entertainment Contract
... establish a contract with an artist (singer, band, speaker) who IS a UW student or employee that will perform for one of our events/programs.	Payroll Forms
... pay a vendor or reimburse an employee for goods and services that don't require a requisition/purchase order (e.g. subscriptions, membership fees, airline tickets).	Direct Payment
...get a newly hired employee on the payroll (make sure to turn in the paperwork within three days of the employee's first day of work!).	Payroll forms (I-9, W-4, Direct Deposit, Enrollment Verification)
...move some money around within our budget to take care of some deficits/surpluses (note: money in salaries cannot be changed in any way).	Budget Alteration
...use some budget money for a program that was not in our original budget application (note: this justification MUST be approved by the SSFC Chair before funding can be used).	Program Justification

Where do I find these forms?!

Direct Payment/TER/PIR – Accounting Services Website → Forms

Entertainment Contract – ASM Website → SSFC → Info for groups → Entertainment Contract Template & Cover Letter

Requisitions – My UW Portal → Resources tab

Procard – Rich Sterkowitz (SSFC Financial Specialist)

Timesheets and Payroll Forms – ASM Website → SSFC → Info for groups → New student employee information

Budget Alteration Form – ASM Website → SSFC → Info for groups → Budget Alteration Request Form

Supplies – MDS number (use on-line and at the University Bookstore)

Program Justification – ASM Website → SSFC → Info for groups → Group Contact & Statement of Agreement