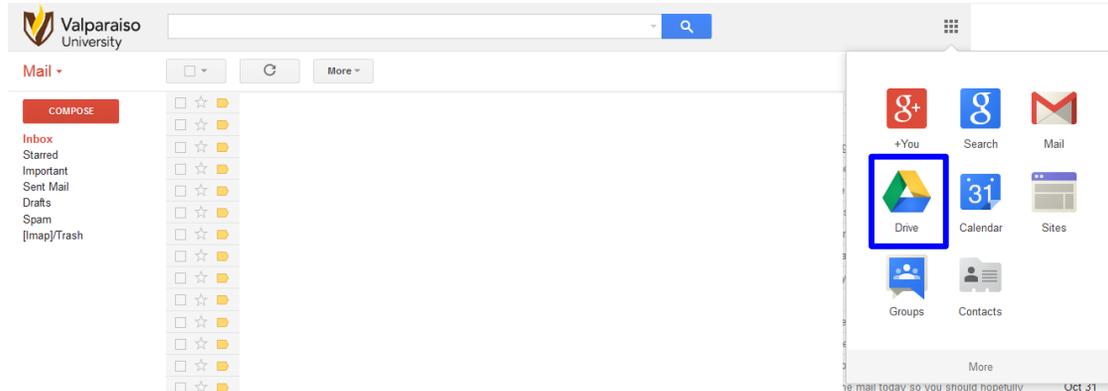


# Encumbrance Request Information

## Where to Find Your Budget:



- Click on “Drive” on the apps section when you are in your Valpo email account. Click on “Shared with Me” and your budget should appear as the title of your organization. If you utilize your Drive on a regular basis, you may want to type the name of your student organization in the search bar to find your budget.

## How to fill out an Encumbrance Request:

1. Go to <http://www.valpo.edu/studentsenate/forms/index.php> and download the encumbrance request excel file. You may also pick up a blank encumbrance request outside the Student Senate office in the Student Organization Suite.
2. Fill out the encumbrance request *completely*. No line should be left blank. If pertinent information is missing, the encumbrance request may be returned directly to your student organization’s mailbox in the Student Organization Suite without contacting you.
3. Staple the original receipt to the encumbrance request sheet and get the proper signatures to validate the credibility of the request. Copies of receipts will not be accepted.
4. Drop off the completed form and attached receipts to the Student Senate “Drop Box” drawer in the Student Organization Suite in the Union.

## The Anatomy of an Encumbrance Request:

- Essential Areas of Information are as follows:
  - Account Number and Line Item Code #
  - Requestor Email Address and ID #
  - Line / Category
  - Student/Faculty/Staff Check Payable ID #

**Account Number and Line Item Code #:** Located on your budget in Google Drive. It is in the form of 23-XXXXXXX-XXXXX. The middle seven digits can be seen at the top of your budget. The last five digits will need to correspond to the category in which the line item for reimbursement is located. Examples include “organizational sponsored events” -50899 or “supplies and office necessities” -50311. Student Senate will not process the request if this is not filled in.



# Encumbrance Request

**Email Address and ID #:**  
The requestor’s email address and ID #. This must be filled in, no exceptions.

**Line / Category:**  
This should be what is exactly written on your budget in Google Drive.  
Example: Spring Event Supplies.

The **student/faculty/staff check payable ID #** may be the same as the person making the request. If it is not, it is essential that the Valpo ID # is listed to ensure the finance office can write the check to the appropriate person.

**Request Info**

Organization Name \_\_\_\_\_

Organization Account and Line Item Code # \_\_\_\_\_

Requestor Name \_\_\_\_\_

Email Address \_\_\_\_\_ @valpo.edu

Phone # \_\_\_\_\_

Date: \_\_\_\_\_

ID # \_\_\_\_\_

Line / Category \_\_\_\_\_

Request Amount \$ \_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

Student/Faculty/Staff Check Payable ID #: \_\_\_\_\_

Student/Faculty/Staff Check Payable ID #: \_\_\_\_\_

Payment Delivery

Transfer to Campus Department: \_\_\_\_\_  
Department Account Number: \_\_\_\_\_

Pick up Check from Student Senate

Hold Check at Finance Office

Mail Check to address below

Mail To: \_\_\_\_\_  
(Street)

(City) (State) (Zip Code)

Description of Request \_\_\_\_\_

**Authorization Info**

President/Treasurer Name \_\_\_\_\_ Signature \_\_\_\_\_

Advisor’s Name \_\_\_\_\_ Signature \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A Receipt or Invoice is required for all requests. Senate cannot pay for any requests without proof of purchase.  
Senate cannot pay for tax. Please obtain a tax exempt form from the treasurer.  
Make a copy of all invoices or receipts for your records. Submit the original with this form.  
A W9 form is needed on file to reimburse all non-students. Contact Melissa Schenck (ext. 7034) to confirm a W9 is on file.

**For Senate Use**

Date Received \_\_\_\_\_ Date Paid \_\_\_\_\_

Check # \_\_\_\_\_ Treasurer Signature \_\_\_\_\_

Dean of Students Signature \_\_\_\_\_

## **Key to Processed Entries on Your Budget:**

- **Red Font** = Encumbrance Request Entered, Processed, and Check is Ready for Pick Up
- **Red Font and Yellow Highlight** = Encumbrance Request Entered and In Process
- **Orange Font** = Line Item Shifts Entered
- **Green Font** = Revenues into Your Organization's Account

## **Miscellaneous Information/Facts:**

- It takes approximately 7-14 business days for the request to be processed by the finance office from the date that is entered on your budget as student senate's entry.
- All non-university reimbursements need to have a W-9 on file with the University or attached to the encumbrance request. In addition, any contractual documents need to be attached to the encumbrance request and should have gone through the procurement office to obtain the appropriate signatures before going through Senate for an encumbrance.
- Fuel Reimbursements
  - The Finance Office has graciously modified their requirements and allowed Senate to reimburse fuel by gas receipt **only**. Separate requests must be completed for each individual receiving a fuel reimbursement as well as the fuel receipt attached.
- Payment Delivery Options
  - If you choose to pick up your check from the finance office, you may contact them and inquire whether your check has been printed.
  - If you have the check mailed directly to an address, you should hopefully receive the check within 21 days of the date of entry on your budget, but this is not guaranteed.
- Invoices
  - Remit Address – Please make sure to know where the check needs to be sent in order to pay the invoice. If there is no address, the request will not be processed. In addition, the amount of the check must be equal to or less than the amount declared on the invoice.
  - Please make sure that you submit your requests in a timely manner as if the payment is not received by a certain date, you will be charged more and have to submit another encumbrance request.
  - If a copy of the invoice has to be attached to the check, you must submit two copies of the invoice with your encumbrance request and make note of this in the comments section of the encumbrance request.
- Finance Office Contact
  - If you have any questions that you believe Student Senate does not know, feel free to contact Melissa Schenck at [melissa.schenck@valpo.edu](mailto:melissa.schenck@valpo.edu).