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|  | **GSS Organizational Funding Award Letter****Graduate Student Senate** | *Graduate Student Senate**Kent State Student Center**Kent, OH 44242**Email:* *GSS.info@gmail.com*  |
| *\*Please submit this form to* atager1@kent.edu *at your earliest conveince. Please submit pdfs of invoices and/or receipts and an attendance sheet from the event within* ***14 calendar days*** *of the event to* atager1@kent.edu. *All expenses must be incurred by the organization/department/individual as outlined by the Bylaws of Graduate Student Senate.\** |

**Section 1: Organization Funding.**

Depending on the elected disbursement of funds, funding will be distributed utilizing Kent State University policies. Which method are you requesting:

❒ Funding to department (through an interdepartmental transfer) Complete Section 2, 3, 5 and 6 .

❒ Funding to student organization (via payment with check-requires additional steps and can take up to 4 to 6 weeks for processing) Complete Section 2, 4, 5, 6 and 7.

Per university policy, all invoices, receipts, attendance sheets, etc. are required to be maintained by the individual/group/department and GSS for this award. The IRS 1098T (1042S) Forms will include this information and is subject to federal, state, and University guidelines. No exceptions may be made regarding this designation as GSS’s purpose is to supplement student cost towards research experiences and professional development opportunities.

**Section 2: Funding Type.** **Indicate the Event related to this form and indicate the amount of money allocated by the Graduate Student Senate.**

❒ Speaker Request ($\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

❒ Professional Development/Social Request ($\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_)

**Section 3: Funding to department (IDC)**

|  |  |
| --- | --- |
| ***Organization Name*** |  |
| ***Contact Name***  |  |
| ***Contact email*** |  |
| ***Contact Phone***  |  |
| ***College Name*** |  |
| ***Business Manager Name\**** |  |
| ***Business Manager Email*** |  |
| ***Business Manager Phone*** |  |
| ***Index/Account number*** |  |
| ***Name of Event (Purpose of Award)*** |  |
| ***Date of Event*** |  |
| ***Location of Event*** |  |

 ***\*A copy of transfer will be sent to the business manager listed once transaction has been completed.***

**Section 4: Funding to student organization/individual. Personal Information.**

|  |  |
| --- | --- |
| ***Organization Name*** |  |
| ***Contact Individual’s Name (First, MI, Last)*** |  |
| ***Banner ID*** |  |
| ***Email*** |  |
| ***Phone Number*** |  |
| ***Are you a U.S. Citizen? If not, in which country do you hold citizenship?*** | ***Yes*** |  | ***No*** |  |
| ***Flashline Home Address*** |  |
| ***College Name*** |  |
| ***Department/Program Name*** |  |
| ***Graduate Assistant within this department?*** | ***Yes*** |  | ***No*** |  |
| ***Name of Event (Purpose of Award)*** |  |
| ***Date of Event*** |  |
| ***Location of Event*** |  |

**Section 5: Purpose of event.**

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**Section 6: Signatures and Agreement. By signing, you are agreeing that the information you are providing is accurate, and the invoices and/or receipts that you are submitting are solely for the reimbursement of organizational costs that were previously approved by the Graduate Student Senate.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Applicant Signature Date**

**Section 7: PaymentWorks Registration.**

**Kent State University utilizes a vendor portal to ensure that business names, EINs, and banking information are transmitted within a secure environment. In order to process payment to the student organization, the student organization must complete registration within the PaymentWorks system.**

**What email address should the invite by sent to registrar? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please note, this email address and password used must be accessible to future organizational administrar’s for years to come in order for information to be updated and payments to be processed to the student organization.**

**Once registration is completed and approved within PaymentWorks, it can take 4 to 6 weeks in order to process payment.**