

Frequently Asked Questions

- What is your check turnaround time?
 - Requisitions received by 12:00 p.m. each Tuesday will be processed by Friday. If you need a check outside our normal turnaround, we can usually accommodate that request. Contact Fallon Love at 978-3802 or by email at fallon.love@wichita.edu.

- Can you purchase gift cards as a “gift”?
 - Wichita State University Policies and Procedures governs 3.39 / Gifts to Employees.
 - The IRS views gift cards as cash, thus, they are taxable income to the person receiving the card. The university policy states you cannot use Foundation funds to purchase gift cards for University employees.
 - You can, however, purchase gifts cards for non-employees. I will need the person’s legal name, residential street address and social security number. You must have the individual fill out a W-9 to obtain this information.

- When do I need to have a vendor fill out a W-9?
 - A W-9 is required for all new vendors.
 - A W-9 is required for student awards (i.e. competitions and open house awards).
 - If you are unsure if we have a W-9 on file or not, feel free to contact Fallon Love at 978-3802 or by email at fallon.love@wichita.edu.

- What do I need to document a business meal, entertainment or hospitality?
 - Wichita State University Policies and Procedures governs 13.08 / Official Hospitality and University Business.
 - IRS regulations require documentation of the actual business purpose of the meal, entertainment or hospitality expense, the location and names of the people in attendance.
 - Receipts (original, scanned or copies) are required for all expenditures totaling \$75 or more.
 - Requisitions must be approved and signed by individual’s supervisor, even if the authorized signer on fund is not the individual’s supervisor.

- What do I need to document moving expenses?
 - Wichita State University Policies and Procedures governs 3.10 / Moving Expenses.
 - All reimbursements for moving expenses for faculty and staff will be processed through Wichita State University’s payroll department.