

## Requisition Guidelines

- All disbursements must be made in accordance with Wichita State University Policies and Procedures.
- When reimbursing department RU funds, please provide fund and organization code of where reimbursement check will be deposited.
- Make sure “Return Check To” section is completed.
- If you want WSU Foundation and Alumni Engagement to mail the check to the vendor for you, please include your department post office billing information on the requisition.
- Pre-addressed envelopes with stamps will need to be sent to WSU Foundation Accounts Payable - Campus Box 2 by Wednesday.
- A W-9 is required for all new vendors.
- **Send completed requisitions with supporting documents as a PDF file by e-mail to:**  
foundation.ap@wichita.edu
- All requisition forms received by 12:00 p.m. each Tuesday will be processed by Friday.
- The checks you receive are perforated; please do not separate the actual check (bottom portion) from the payables information (top portion). Both parts belong to the payee.
- See also Campus Cash Disbursement Policy and Frequently Asked Questions at ShockerConnect.com for more information.

## Questions?

Contact: **WSU Foundation and Alumni Engagement**  
foundation.ap@wichita.edu  
316.978.3040