



Funding Documentation Requirements *Checklist for Entry Fees, League Dues, Home Events & Officials Fees*

Verification of services/duties described in full detail

- Date
- Cost
- Location
- Name of tournament/show
- If payment is for an official or other service, the [Club Sports Official Form for Payment](#) must be completed and attached. **Social Security # or other proof of U.S. citizenship is absolutely necessary to process payment.*

Examples of Verification

include as many of these documents as possible

- Invoice or price quote
- Document including mailing address of where to send payment
- Event flyers or copy of website event page
- [Official Form for Payment](#)
- Other (receipts, emails, etc.)

Recipient's or Vendor's Contact Info

- Name
 - Complete Address
 - Phone number
 - E-mail address
 - Federal Tax ID# or Social Security #
 - If paid to a student organization use the University's Federal Tax ID #
-
- List of team members attending/participating in the event w/Peoplesoft numbers**
 - How payment should be made** (i.e. check, online with credit card)
 - Deadline dates for registration and/or payment** (please highlight)