Contact the Coordinator of Student Orgs at kurley@emich.edu. You may not be able to make this purchase. Failure to follow policy so may result in being frozen and/or going through conduct process.

Is it an award?
- **YES**
  - Requires an *Award Letter, a Direct Pay Form, a W-9 form to 212 Hover.
- **NO**

Is the awardee a student?
- **YES**
  - Deliver an *Award Letter & Student Charges & Awards Form 101 Welch Hall.
- **NO**

Is it a good or service?
- **YES**
  - A service A good directly paid from you
  - A good that will be reimbursed.
- **NO**

Are you planning to be reimbursed for this?
- **YES**
  - Great, so it must be a good because services can't be reimbursed.
- **NO**

Do you want to permanently hire someone as an employee?
- **YES**
  - Contact HR at 140 McKenny Hall.
    - *This is very rare for student orgs*
- **NO**

Try another service provider.
- **NO**
  - Fill out req. forms to 212 Hover:
    - Standard Agreement between owner & contractor
    - Statement of Work form
    - W-9 form.
- **YES**

Have vendor fill out W-9 then turn into 212 Hover. Then also...
- No W-9
- Yes W-9

Submit an Independent Contractor Approval Status Request to 201 Hover.

Gather an Invoice from the vendor Call General Accounting at 734-487-1321 or email at busfin_generalaccounting@emich.edu to ask if they have a W-9 for that Vendor.

Complete Direct Pay form payable to the person who would like to reimbursed and attach itemized receipts. Turn into the General Accounting Office at 212 Hover.

*This is very rare for student orgs*

X-Fund Expenditures

*Links to forms provided for underlined text.*