Vendor Setup for Student Organizations

- **Orgs must** be established as a vendor with TTU before a reimbursement can be processed
  - If an org has an R# to the right of their name on the spreadsheets located on SGA website they are already established as a vendor w/TTU
  - If an org needs to update (or setup) their direct deposit or on-campus information they need to use the “Vendor Direct Deposit & Advance Payment Notification form for Existing Vendors” also located on the SGA website

- Organizations **not** currently established as a vendor w/TTU will be required to submit the Vendor Setup Form prior to being reimbursed for any expense paid out of pocket
  - All organizations must have a tax ID or EIN number
    - If your org has a checking account this number should already be established and your bank would be able to provide that to you
    - If the org needs to apply for a tax ID number refer to the “Applying for a tax ID and Exempt Status” form under “Miscellaneous Information” on the Funding Overview page of the SGA website
      - The advisor’s information will need to be used to establish a tax ID (do not use a member’s information)
    - Fill out the Sections A, B, C and E of the New Vendor Setup Form
      - Use the organization’s on-campus address and the advisor’s contact information (campus phone & email)
      - Email the completed form to Katherine and she will get the org setup

Page 24-27 (vendor form) in Regulations Handbook