

How to Use Restricted for Event/Game/Tournament Registration

**ALL EXPENSES PAID FOR
WITH RESTRICTED MUST
BE UNDER A TRAVEL REP'S
NAME!!! ANY NON-TRAVEL
REP THAT PAYS WILL NOT
BE REIMBURSED
THROUGH RESTRICTED.**

REMINDERS:

- **If paying via University Credit Card (preferred method):**
 - We need a quote
- **If paying by University check:**
 - We need a quote, W9 (from event vendor), and a purchase request
- **If a travel rep pays for the event registration up front and wants to be reimbursed:**
 - We need a receipt for the purchase along with a travel receipt log

Paying via University check (Need quote, W9, and purchase request):

Step 1:

Get quote to Sport Club Staff

Quote via email or
Tournament/Event Info.
Page

Buzhardt, Emilie E

From:
Sent: Monday, April 13, 2015 12:29 PM
To: Buzhardt, Emilie E
Subject: Invoice for Mizzou Tournament

Hello Emilie,

This the email I got from Shawn for this weekends tournament. He said it would be fine if the check was mailed a little late. I will bring in the W9 and purchase request today after work. Hope this works!

Thanks,

From: Spray, Shawn M. (MU-Student) |
Sent: Monday, April 13, 2015 12:02 PM
To:
Subject: Ski

KU waterski owes \$385.00 for mizzou thaw down tournament.

Step 2:

Get W9 from Event Organizers.

Make sure the W9 is the updated one: December 2014

This form can be found at:
<http://recreation.ku.edu/sport-clubs-resources>

Stars indicate what is required!

Form W-9
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. ★

2 Business name/disregarded entity name, if different from above. ★

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
 Other (see instructions) ▶ _____
 C Corporation
 S Corporation
 Partnership
 Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.
Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter. ★

Social security number
____ - ____ - _____

or
Employer identification number
____ - _____

Part II Certification
Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here
Signature of U.S. person ▶ ★
Date ▶ ★

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.
By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Step 3:

Fill out a purchase request found at:

<http://recreation.ku.edu/sport-clubs-resources>



Sport Club Waterski Requested by Abbey Bays Date submitted 4/13/15
 Supplemental Restricted Budget Endowment

Purchase Description (Uniform, equipment, event registration fee etc.)	SKU #		Cost per Item	Sub-Total Cost
Registration Tournament Fee		1	\$385.00	\$385.00
			\$	\$
			\$	\$
			\$	\$
			Sub-Total Cost	\$385.0
			Plus S&H	\$385.00
			TOTAL COST	\$385.00

Cost should not include tax, as KU Sport Clubs is a tax-exempt organization

ATTENTION:

All items below must be submitted before the Sport Club Office will process paperwork. No purchases will be made until the following items are submitted.

- Yes No Is vendor's W9 attached?
 Yes No Is a quote attached? *Emailed to Emily*
 Yes No N/A If apparel: is the mockup artwork attached?

PAYMENT/SHIPMENT CLARIFICATIONS:

- Yes No Can the supplier accept a PO for purchase? (Can the supplier ship the order prior to receiving the payment?)

VENDOR:

Company Mizzou Waterski and Wakeboard Club Contact Name John Doe
Address 618 E 6th Street Phone (xxx) xxx-xxxx
Columbia, MO 65211 Email JohnDoe@MU.edu
Fax (xxx) xxx-xxxx



This is the address we will send the check to. Make sure it is accurate!