Check Request Requirement List

1. Have the correct information for payee
   - ✓ Full name
   - ✓ Address (Students address must match WebSTAR)
   - ✓ Cell phone number
   - ✓ N number, if applicable
   - ✓ NSU email
2. Identify what account the funds should be debited from- Organization or SGA
3. Provide up to date advisor information Full name NSU email (Please make sure you have the correct email address.)
4. Have all proper documentation necessary for payment
   - ✓ Itemized receipt- Detail list indicating what was purchased
   - ✓ Proof of payment – Receipts with last 4 digits of the card #, cash payment, and/or check with #
   - ✓ Invoice Independent Contractor Form
   - ✓ W-9
   - ✓ Letter for intent (donation)
   - ✓ Contract
   - ✓ List of attendees, if you dine outside NSU
   - ✓ Obtain logo and design approval for your order (please refer to information below)
5. Please attach receipts (i.e. supporting documentation) to the Request for Funds form. Requests submitted without the supporting documentation attached will not be processed through the system.

   Please Note: You MUST attach supporting documentation. If you need access to a scanner, please visit The Source located in the second floor of the Rosenthal Building, or the Student Affairs Office if you are located at one of our Regional Campuses. For reimbursements, receipts must be ITEMIZED (detailed list indicating what was purchased) and show proof of payment (i.e. last 4 digits of the credit card, cash payment, and/or canceled check). Please make sure receipts are clear and fully legible when scanned.

6. ARTWORK/LOGO AND DESIGN APPROVAL PROCESS

If your organization is to order any **marketing/print materials*** (e.g. flyers, posters, banner, postcard, etc.) or **promotional and or recognition items**** (e.g., shirts, mugs, pens, backpack, award, trophy, etc.) **and the funding** for the order of these items **is ultimately be paid from** your student activity budget (a.k.a. student organization budget), all artwork and/or design, **regardless if NSU logo is used or not, MUST BE REVIEWED and APPROVED** by the Student Affairs' Office of Student Affairs Marketing.
How to send your artwork/design for review and approval:
1. Send email of the mock up proof with your design and/or artwork shown on the product you plan to order to studentmkt@nova.edu. We **strongly suggest** that you do not commit to any design or final production with your vendor until you receive approval from us.
2. If your design is **approved**, you will receive an email approval in writing via email within 24–48 business hours. Please then forward the approval email along with your copy of the request for funds and any applicable invoices or receipts to studente@nova.edu. Without the email approval, the student activity fee accounts office will not process your request.
3. If your design is **not** approved, an instruction will be given on how to make correction.
4. After correction is made, please ask your vendor or designer to provide you with new proof and resubmit the new proof to studentmkt@nova.edu
5. Any modification to the artwork or design after the approval was given, needs to be sent back to studentmkt@nova.edu for new approval again.
6. It is **IMPORTANT** to note that each approval is only applied to the proof for which it was sent. Even though the same design/artwork is to be used again on different item(s), different order, or on any future order, **a new approval needs to be given every time.** This is to ensure the correct usage (i.e. placement) of the art, especially that of the logo.

* Marketing materials are informative in nature such as posters, flyers, brochures, postcards, business cards, etc.
** Promotional items are things that remind customer of your products and services. They help stimulate demand for the products/services (i.e., pens, mugs, t-shirt, loyalty cards, trophy, awards, medal, etc.)

Please refer to logo usage guidelines for additional and related information.
http://www.nova.edu/asm/forms/logo_approval_guideline.pdf

Revised: 4/9/19