

* If you are moving your organization's dollars to an off-campus account (bank or credit union), you will use the name of your organization and the federal I.D. number that was used to setup your organization off-campus account. If you are reimbursing an individual, you will use there name and last 4 of their social security number or student ID number in the "EMPLID" section of the form

*** Examples: "Transfer of funds to student organization off-campus account", "Reimbursement to Jon Doe for student org expenses"

**** Your organization's fund number can be found under your organization's webpage on involvement.und.edu under the "About" or "Finance" tabs. It is a five digit number usually starting with "8xxxx". Also called "External Account ID" on the website.

***** Check "Hold Payment-Call" only if you would like to receive the check instead of having it sent directly to the vendor's address. Your phone number is also needed on the line