



# Safekeeping Request

Request Details

Request Date \_\_\_\_\_

Payee/Vendor name \_\_\_\_\_

Requester WSU ID \_\_\_\_\_

WSU ID is required. A completed W-9 or W-8 BEN form will be required for all new WSU IDs.

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Description of Charges \_\_\_\_\_

\_\_\_\_\_

Amount of Expense \_\_\_\_\_

Circle One:

Send to Payee or Send to Safekeeping Group campus box number \_\_\_\_\_

Banner Fund and Organization numbers to be charged \_\_\_\_\_

Safekeeping Group Name \_\_\_\_\_

Student Representative's Name(print) \_\_\_\_\_

