

RISO/Department Cheat Sheet

Type of Requisition	Required Document(s)	Deadline to SAC & BOSP	Deadline to VHSA
Travel (Inter-Island)	Travel Request Form-4	8 weeks prior to travel date (if travel advance is requested, business office needs documents 4 days or more before the trip. NO ADVANCE FOR STUDENTS	8 weeks prior to travel date
	Flyer of Conference or Meeting		
	Out service training (conferences)		
	Car information/confirmation		
	Hotel information/confirmation		
Travel (Out of State)	Travel Request Form (2)	9 weeks prior to travel date	9 weeks prior to travel date
	Flyer of Conference or Meeting		
	Car information/confirmation		
	Hotel information/confirmation		
Entertainment/ Individual Services	Letter of Invitation	9 weeks prior to event date	8 weeks prior to event date
	WH1/Non-Employee Invoice (W-8BEN if applicable-non-US-citizen)		
	Pre-Payment (memo for check to be given on service date, if applicable)		
	Flyer		
	Minutes		
	Budget		
	Request to Purchase Form		
Event	Request to Purchase Form	7 weeks prior to event date	7 weeks prior to event date
	Flyer		
	Minutes		
	Budget		
	Form 56 (for food)		
	Quotations (when applicable)		
Stipend(s)	Request to Purchase Form	7 weeks prior to date. Stipends are to be given to student	
	Form 36 (only for initial stipend)		
	Form 36A (for subsequent payments)		
	Important Things to know about stipends (only for initial stipend)		
	WH1/Non-Employee Invoice (W-8BEN if applicable-non-US-citizen)		
	Memo to increase total award (when applicable)		
Supply Run	Request to Purchase Form	2 per month ** Winter Break/Summer Break	
	(Prices need to be correct)		
	Quotations (when applicable)		
Auxiliary	Special Duty Request Form	Turn form to Campus Center 3 weeks prior to event	
	Security/Janitorial		
Sodexo	Meal voucher(s)	Request needs to be in 5 weeks prior to event	
	Food		
Advertisement(s)	Contract w/price	1 week after issue is distributed	
	Credit card form (*paying by credit card)		
	Ad		