

## **ACT/SAT REIMBURSEMENT REQUEST INSTRUCTIONS**

Please complete and send the signed ACT/SAT Reimbursement Form, a copy of the test scores, and a copy of the receipt (showing how much was paid) to [jssimmons@hsc.wvu.edu](mailto:jssimmons@hsc.wvu.edu). Anyone can receive the reimbursement in his/her name (the student, parent, or someone else who paid the fees), but the reimbursement form must be completed in that person's name and signed by that same person. That person will be contacted at the email address provided on the Reimbursement Form by WVU Supplier Registration and given instructions for completing and uploading a W-9. The W-9 must also be completed in the same person's name.

### **STEPS FOR COMPLETING AN ACT/SAT REIMBURSEMENT REQUEST FORM**

1. Leave wvO# blank.
2. Enter the date.
3. Invoice # will be the last name of the person receiving the reimbursement plus the date you are completing the form as MMDDYY (ex: SIMMONS101916).
4. Vendor/Employee Information will be the info of the person who is being reimbursed. (Be sure to list an email at which the person can be easily reached.)
5. Update the Business Purpose by adding the month and year the test was taken and the student's HSTA Region.
6. Enter the reimbursement amount in cell O18 and O27. (You can be reimbursed for taxes, but not for late fees.)
7. Sign and date by box C as Vendor. (The person receiving the reimbursement must be the one to sign.)