Office of Alumni Relations
VOLUNTEER REQUEST FOR PAYMENT FORM – PROCEDURE

- Approval needed from Committee Chair/Treasurer/Event Chair before submitting completed Request for Payment form to the Office of Alumni Relations.
- Fill out Request for Payment form. Fill in the check payable and mailing instructions.
- Note if you are a Punahou employee or need a W-9 form from the vendor.
- Note if a Vendor will accept a Punahou credit card as payment. The Alumni Relations staff will contact the vendor to charge the expense.
- Fill out form completely. Incomplete forms will delay processing.
- Request for Payment form must be submitted within 15 days of event.
- Please allow 10-14 business days for check processing.

For Reimbursements:

- Please attach (glue stick) ORIGINAL receipts, no copies, to a separate 8 ½” x 11” sheet of paper in same order as listed on Request for Payment form. Submit larger receipts by themselves.
- For out of pocket payment to a vendor, the vendor must provide an invoice.
- Make copies of the form and receipts for your files.
- Submit to address below by mail or in person.

For Check Request or Request to pay by corporate credit card:

- Provide a W-9 form if not on file.
- Send invoice/contract (email, fax, mail) with completed request form.
- Make copies of the form and invoice/contract for your files.
- Submit to the address/email/fax below.

Questions? Contact Linda Sutton ’74 Torres at 808.945.1342 or ltorres@punahou.edu

Send the above request to:
Mail: Punahou School
     Office of Alumni Relations
     1601 Punahou Street
     Honolulu, HI 96822
     Attn: Request for Payment/Class year

Fax: 808.955-5361