

Student Supplier Request Documentation

If a student has purchased items for club and needs to be reimbursed, first establish the student as a "Supplier."
Complete this form with the student and then attach it to the **Create Supplier Request** in Workday.

- Login to Workday
- In the search bar type, "Create Supplier Request."
 - Supplier Name = Student's first and last name
 - Supplier Category = Individual/Sole Proprietor
 - Justification = Supplier is a student. Necessary to process reimbursement.

Contact Information

- Add phone number. Click the primary box.
- Add address where the check should be mailed. Click the primary box.
- Add student email address. Click the primary box.

Attachments

- Along the middle of the page, you can change from the **Contact Information** tab to the **Attachments** tab.
- Click **Attachments**.
- Then you can either select files or drag and drop files into the spot. Add this completed form as the attachment.
- Click Submit.

Allow 48-72 business hours for student to be added as supplier. Once confirmation received, submit Supplier Invoice Request to request reimbursement for student.

Club Name: _____ Date: _____

Student's First Name: _____

Student's Last Name: _____

Student's Mailing Address: _____

City: _____

State: _____ Zip: _____

Student's Phone Number: _____

NTC Student Email Address: _____