

OFFICE OF BUSINESS SERVICES

REQUEST FOR DIRECT PAYMENT

This payment request form may be used for requests for memberships, dues, magazine subscriptions, and renewals; employee reimbursements over \$50, except for travel; conference and workshop registrations that do not involve long distance travel or use of EAP funds; and Honorarium and Consultant requests under \$1,500. All Honorarium and Consultant requests over \$1,500 should be submitted to Procurement on a *Requisition for Supplies, Equipment, and Services form* with a *Long Contract form*.
 (See Direct Payment Instructions.)

Print and complete offline or complete online and then print. Send the completed form to Accounts Payable.

Payment Requested for: [Required Attachments: (1) Original Invoice/Receipts; (2) a completed W-9 form for all new vendors]

Vendor _____ Fed. ID# _____

Honorarium/Consultant SS# _____ or Fed. ID# _____
 (Consultant Contract or Honorarium Agreement must be attached to this request for payment.)

Local Conference Registration: Conference/Workshop Title: _____ Destination: _____
 Conference/Workshop Date(s): _____
 (Completed registration form from conference/workshop sponsor must be attached.)

Employee Reimbursement: SS# _____ Purpose: _____
 (Do not use this form for local or long distance travel.)

Membership Subscription/Renewal Dues (Attach order or renewal form.)

Check Amount \$ _____

PAYEE NAME: _____

Address: _____

City: _____ State: _____ Zip: _____

FUNDING

Line	Amount	Index	Fund	Organization	Account	Program
1	\$					
2	\$					
3	\$					
4	\$					
Total	\$					

PAYMENT REQUESTED BY: _____ Ext. _____

ACCOUNT MANAGER: _____ / _____ Date _____
 Type/Print Name; Signature Required

Material Safety Data Sheet Required for Hazardous/Toxic Materials

Special Instructions:

- Hold Check Call for Pickup
 Send Check: To Payee To Department