REQUEST FOR NON-INVOICE PAYMENT

Each section must be completed in order to process check request. Supporting documentation (i.e. receipts, order forms, contracts) must be attached. Submission deadline: Monday noon, for Wednesday 1:00 pick-up.

1. Payable To: ______________________________________________________________________________________
   (Please use full name of company or individual, no abbreviations or acronyms)

2a. If requesting payment for an employee or student please provide his/her University ID number:

   9 ___ ___ ___ ___ ___ ___ ___ ___

2b. If requesting payment for a non-employee/student or company full address must be provided:

   __________________________________________
   __________________________________________

3. Amount: ________________________________

4. Account Number: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
   (index) (fund) (org)
   ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
   (acct) (prog)

5. Purpose: ____________________________________________________________________________________
   If purpose is a service to the University (i.e. honorarium, stipend, performance, lecture etc.) and payee is not a student or employee then sections “5a” and “5b” must be completed; if not skip to 6.

   5a). If payment is for a non-employee guest, is this individual a U.S. Citizen or a U.S. Permanent Resident?  
   □ Yes □ No

   If no, what type of Visa will this individual hold upon arrival? ________________________________

   5b). Does non-employee guest have a U.S. Social Security or ITIN number?  □ Yes □ No

   If yes, please include number ___ ___ ___ ___ - ___ ___ ___ ___ - ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

6. Authorized Signature: ______________________________________________________ Date: ______________
   (Cannot be the same person as payee)

6a). Please print authorized name __________________________________________________________________________

   All checks, except for those issued to employees or students, will automatically be mailed.

If any copies of attachments need to be sent to payee, please include copy.