

# Payment Request for Goods and Services

This form should be used for all payment requests that result in a check being issued from your University account to pay for goods or services received from an off-campus vendor or individual. It can also be used to make pre-payment arrangements for purchases. In order to ensure that your request is processed efficiently, please observe the following guidelines:

- Before submitting this form, verify with Student Activities that the individual or vendor has been entered into the University's financial database.
- Please attach documentation to support this payment request. Examples include:
  - invoice or bill
  - agreement or contract
  - quote
  - letter or memo
- When paying an individual or vendor for services, an agreement or contract is required under almost all circumstances. A service is anything that does not involve the purchase of tangible goods. Please contact Student Activities before arranging payment for services.
- Payment requests take at least 7-10 business days to process. Checks will be mailed to the address provided unless otherwise requested.

***\*This form must be signed by one of your organization's authorized signers\****

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## 1.) ORGANIZATION INFORMATION:

Organization / Account name: \_\_\_\_\_

Name of purchasing contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized signer's printed name: \_\_\_\_\_ Signature: \_\_\_\_\_

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## 2.) VENDOR / INDIVIDUAL INFORMATION:

Name: \_\_\_\_\_

Complete address: \_\_\_\_\_

street

city, state, zip

Contact info: \_\_\_\_\_

phone

fax

email

name of sales rep or agent (if applicable)

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## 3.) PURCHASE DETAILS

Detailed description of purchase: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount Due: \$ \_\_\_\_\_ Date payment is needed by \_\_\_\_\_

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### **STUDENT ACTIVITIES**

University Center Suite 103

Phone: 412-268-8704 Fax: 412-268-5938