

This form is required for all payment requests. If you need a Purchase Order, please use the Purchase Order Request form. Submissions are processed individually; please submit a coversheet per request. Departments are strongly encouraged to keep a copy of all submissions.

**Payee/Supplier Information**

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

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Is this a new vendor or an old vendor with a new address?  YES (attach W-9/W-8 Tax form)  NO

**Type of Payment** (select type below)

- Invoice for Goods or Services
- Faculty & Staff Travel & Business Expense Reimbursement
- Guest Reimbursement
- Honorarium
- Prize or Award
- Other (provide explanation): \_\_\_\_\_

**Payment Amount:** \$ \_\_\_\_\_

**Columbia University Business Purpose** (describe below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Department Information**

Submitted by: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Program: \_\_\_\_\_

ARC Chartstring (account to charge): \_\_\_\_\_

Dept. Authority Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## SUPPORTING DOCUMENTS

Commonly required documents are listed below, however additional documents may be requested by the GSAPP Finance Office or the University's Accounts Payable department upon submission.

### GOODS OR SERVICES

- Invoice
- Fully executed contract signed by Purchasing Dept. (if applicable)
- Purchase Order (if applicable)
- Event flyer, agenda, or invitation (if applicable)
- Food and Alcohol Form (if applicable)
- Packing Slip Template (if applicable)
- W-9/W-8 Tax Form

### FACULTY & STAFF REIMBURSEMENT

- Travel & Business Expense Form (TBER) w/payee signature
- Proof of payment, receipts and/or Missing Receipt Form
- Event flyer, agenda, or invitation
- Food and Alcohol Form (if applicable)
- W-9/W-8 Tax Form

### GUEST REIMBURSEMENT

- Non-employee expense worksheet
- Proof of payment, receipts and/or Missing Receipt Form
- Event flyer, agenda, or invitation
- W-9/W-8 Tax Form

### HONORARIUM

- Honorarium Form
- Event flyer, agenda, letter, or invitation
- Immigration Status Documentation (for honoraria to Foreign Individuals, please contact your Program Manager for additional information)
- W-9/W-8 Tax Form
- 8233 Tax Form (if applicable)

### PRIZE OR AWARD

- Prize Request Form
- Prize Agreement (Lowenfish Prize Recipients)
- Kinne Travel Proposal (Kinne Prize Recipients)
- W-9/W-8 Tax Form