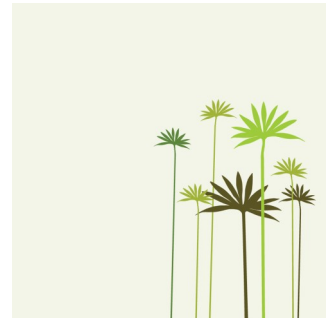




# PAYMENT REQUEST FORM

**P**ayment Request Forms are used for purposes of generating payment for non-recurring, one-time items such as conference/workshop registration fees when credit cards or purchase orders are not accepted. Payment Request Forms may also be used in rare instances when employee expenses or purchases are not handled by credit card or reimbursed via conference or mileage claim forms. Any vendors being paid that are not corporations, but are providing a service to SLOCOE, will need to have a consultant contract in place, accompanied by a W9 for tax purposes. All Payment Request Forms for vendors must have a W9 on file. Please contact Accounts Payable (x214) or Purchasing (x218) if you are unsure about the status of a vendor's W9. *Payment Request Forms must be submitted no more than 30 days after the end of the month of the expense incurred, with a maximum amount of \$100 for employee reimbursements.*



"It's more fun to talk with someone who doesn't use long, difficult words but rather short, easy words like 'What about lunch?'"  
- Winnie the Pooh

1. Enter all information on the [Payment Request Form](#), including name and address of payee; date, description and purpose of activity; dollar amount; account lines; and *all* signatures.
2. Attach original, itemized receipts or invoice; or a copy of the registration form. Please do not use highlighting pens on receipts; instead use a regular ink pen to circle any items or amounts. *Credit card slips are not acceptable in lieu of itemized receipts.*
3. Indicate whether you would like the warrant to be mailed directly to the vendor or returned to you.
4. If the warrant is to be mailed along with conference registration, please attach two copies of the conference registration (one for AP files, and one to be mailed with the check).
5. If the check is for payment of a vendor, be sure to request a completed W9 from the vendor, and include it with the claim, unless you are certain a current W9 is already on file for that vendor. (In general, this will not be necessary for workshop registrations, though there are always exceptions. If unsure, you may call Accounts Payable at x214 or Purchasing at x218.)
6. Obtain appropriate departmental approval and submit to Accounts Payable, keeping a copy for your own records as needed.

Got questions?  
Have you spotted  
an error or glitch?  
Call 782-7211.

Completed W9 forms  
are required for vendor  
invoices of \$600 or more.