



## Payment Request Form

Payment Request Forms are used in rare instances for purposes of generating payment for non-recurring, one-time items such as conference or workshop registration fees when purchase orders or credit cards are not accepted. All payment requests for vendors must have a W9 on file. Please contact x218 if you are unsure where a vendor already may have a W9 on file.

### **To submit a payment request:**

- 1.** Enter all information on the [Payment Request Form](#), including the name and address of the payee, date of activity or expenditure, dollar amount, account line/s, and obtain all signatures.
- 2.** Attach a copy of the registration form or invoice.
- 3.** Indicate whether you would like the warrant to be mailed directly to the payee or returned to you for posting/delivery.
- 4.** If the warrant is to be mailed along with conference registration, please attach two copies of the conference registration form (one for Accounts Payable files and one to be mailed with the payment).
- 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 request form, unless you are certain a current W9 is already on file for that vendor. (In general, this will not be necessary for workshop registrations.) If you are unsure, you may contact SLOCOE's buyer at 782-7218.
- 6.** Obtain appropriate departmental approval and submit the paperwork to Accounts Payable, keeping a copy for your own records as needed.