

Payment Request for Goods & Services 2026-2027

This form should be submitted **PRIOR** to ordering goods and services. Quote or invoice **MUST** be attached.

Please speak with a staff member

- To determine if supplier set up is required
- To determine whether a contract is needed
- If this is a prize

1.) ORGANIZATION INFORMATION (Please print clearly): Date: _____

Organization/Account Name: _____

Student submitting request: _____ Andrew ID: _____

Authorized Signer name: _____ Authorized Signer signature: _____

2.) BUSINESS/INDIVIDUAL INFORMATION (Please print clearly):

Payee legal name*: _____
**as it should appear on check and is documented on W-9*

Mailing Address: _____
 Address Line 1 _____
 Address Line 2 _____
 City, State, Zip _____

Business/Individual Contact (or Sales Rep): _____ Phone: _____

Email: _____

3.) PURCHASE DETAILS:

Detailed description of purchase (please provide who, what, when, where & business purpose):

Date of Event/Items Due: _____ *Unless specified in the contract, payment will be issued 30 days from date of invoice or event.*

<input type="checkbox"/> AGENCY	\$	
<input type="checkbox"/> GIFT	\$	
<input type="checkbox"/> OTHER	\$	
TOTAL AMOUNT:	\$	

Line Item in JFC Budget _____

PLEASE CHECK BOX IF APPLICABLE

Paying a CMU Student
 Gift Over \$100
 Donation
 Cash Prize/Award

Please make sure to talk to a staff member regarding the additional paperwork needed for these types of purchases.

4.) Additional Details: *(use this space to tell us anything special about this payment - ex. this is a CMU student, this payment is overdue, a deposit is due, you are working with someone else on a contract)*
