

Payment Request for Goods & Services 2020-2021

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

Carnegie Mellon University
Office of Student Leadership,
Involvement, & Civic Engagement

Please speak with a staff member

- To determine if supplier forms are required
- To determine whether a contract is needed
- If purchase is over \$2,999

1.) ORGANIZATION INFORMATION (Please print clearly):

Date: _____

Organization/Account Name: _____

Student submitting request: _____

Andrew ID: _____

Approver's name: _____
Authorized Signer

Approver's signature: _____
Authorized Signer

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

Payee 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/Date of Invoice: _____

Date Payment Needed _____

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

PLEASE CHECK BOX (IF APPLICABLE)

- GIFTS/AWARDS/PRIZES under \$75
- GIFTS/AWARDS/PRIZES over \$75
- DONATION

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

Payment will be issued 30 days from date of invoice or according to terms of contract. Please indicate if deposit is due.

UCO _____

PO #: _____

Bid Checklist: _____

Receipt #: _____

Supplier form / W9: _____

Mailed to AP: _____