

# Payment Request for Goods & Services 2021-2022

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	\$ _____
<b>TOTAL AMOUNT:</b>	\$ _____

Line Item in JFC Budget \_\_\_\_\_

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: \_\_\_\_\_