

Payment Request for Goods & Services 2024-2025

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 purchase is over \$5,000

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 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
- Cash Prize/Award
- Gift Over \$75
- Donation

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)*

