

PAYMENT TO COMPANY



Can this bill be paid by University ProCard (Mastercard)?

Attach original invoice, subscription blank, etc.

A W9 will be needed to pay new vendors. (Check with your Financial Advisor to see if the vendor is in the BEN database.) A new W9 is required every calendar year.

Payee:
Complete Address:

Budget Categories are specific to your group's funding and might include duplicating, honoraria, social events, non-SAC expenses, etc.

* **SAC groups:** It is your responsibility to report Non-SAC expenses here.

Description of Purchase	Budget Category *	Amount

Total \$ _____

Requestor	Organization	E-mail/phone

Treasurer's Approval	E-mail/phone	Date Submitted