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| **FORM** | **WHAT IS IT?** | **WHAT DO I NEED?** |
| **PRF (Payment Request Form)** | Used to reimburse students for non-labor expenses and certain payments to vendors | * **Original receipt** from a store or original **invoice**. * If it is an **online order**, you need a printed **receipt** AND a copy of **credit card/bank statement** showing charges made * If a vendor is being paid for the first time by the University, you need a **W-9** form signed by the payee. |
| **NEPRF (Non-Employee Payment Request Form)** | Used to make a payment to an independent contractor | - **Invoice, W-9, Independent Consultant Agreement** signed by both the Office of Student Activities and the contractor |
| **SPF (Student Payment Form)** | Used to make a one-time payment of wages/salary to a Brandeis student who is functioning as an independent contractor for a club | -**Blue Card**  issued by Student Financial Services, **Graduate Student Payment Form**, and an **invoice** |
| **PO (Purchase Order)** | Used to make payments for any invoice of $1,500 or more | **A Requisition Form:** [http://www.brandeis.edu/financialaffairs/ procurement/forms/requisition.html](http://www.brandeis.edu/financialaffairs/%20procurement/forms/requisition.html)  **Invoice** |

**FORMS FOR MONEY REQUESTS**

**MISCELLANEOUS FORMS**

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| **FORM** | **WHAT IS IT?** | **WHERE CAN I FIND IT?** |
| **Independent Consultant Agreement** | Agreement between University and contractor regarding policy and liability | [http://www.brandeis.edu/financial affairs/forms/independent-consultant-agreement.pdf](http://www.brandeis.edu/financial%20affairs/forms/independent-consultant-agreement.pdf) |
| **W-9** | Tax Form | [http://people.brandeis.edu/~chansen/W9.pdf](http://people.brandeis.edu/~chansen/W9.pdf" \t "_blank) |
| **Internal Transaction and PCard Form** | Replaces the Withdrawal Form for all fund disbursement requests that do not require that a check be cut. | Union Office |