



Payment Services Department  
1200 E. California Blvd, MC 103-6  
Pasadena, CA 91125  
Hotline: 626-395-8900  
Email: [accountspayable@caltech.edu](mailto:accountspayable@caltech.edu)

# PAYMENT

## Payment Request Form

### Instructions:

Complete this form and attach all supporting documentation to justify the request. Please refer to the Payment Request Usage List and procedure at [http://procurement.caltech.edu/policies\\_procedures](http://procurement.caltech.edu/policies_procedures). Complete, print, and obtain appropriate approvals and submit this form and attachments to Payment Services for processing. You may email this form and attachments to [accountspayable@caltech.edu](mailto:accountspayable@caltech.edu). Please allow 3 to 5 business days for processing this request.

### Section 1 – Payment Information:

Date:	Date Required:	Supplier Name (Payee) :		
Address:				
City:	State:	Postal Code:	Country:	Phone:

### Section 2 – Tax Reporting/Withholding Information:

Is Payee a U.S. Citizen?	Is Payee a Caltech Student/Employee?	If Student/Employee, enter UID #:	Is Payee a California Resident?
Do you expect to pay this payee more than \$1,500 per calendar year?		If Payee is providing a service, where will the services be performed?	

### Section 3 – Disposition of Payment:

Note: FedEx requests must be accompanied by a fully completed air bill including the PTA as to where the delivery cost is to be charged.	
Special Instructions/Note to Processor:	

### Section 4 – Expense Distribution: Additional Expense Distribution Form available at <http://procurement.caltech.edu/forms>

Invoice Date:	Invoice Number:	Amount:
Project / Task / Award / or GL#:		Expenditure Type (Required):
Invoice Date:	Invoice Number:	Amount:
Project / Task / Award / or GL#:		Expenditure Type (Required):
Invoice Date:	Invoice Number:	Amount:
Project / Task / Award / or GL#:		Expenditure Type (Required):
Grand total:		

### Section 5 – Description/Justification:

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### Section 6 – Requestor/Approver:

Requestor Name:	Dept Name & Code:	Ext:	Mail Code:	E-Mail:
Approver Name:	Approver Signature:			Date Approved: