

STUDENT ACTIVITIES

University Center Suite 103
Phone: 412-268-8704 | Fax: 412-268-5938
www.cmu.edu/studentactivities

Payment Request for Goods & Services 2011-2012

This form should be used for all payment requests that result in a check being issued from your University account to pay for goods or services received from an off-campus vendor or individual. It can also be used to make pre-payment arrangements for purchases. **Note: Payment will be issued net 30 days from date of invoice or be issued according to terms of contract.** In order to ensure that your request is processed efficiently, please complete the following steps:

1. Please verify if Business/Individual is in the University Financial Database with Student Activities

- a. If not, staff will direct you to the appropriate forms.

2. If payment is for a service or rental provided by Business/Individual, then a contract will be needed (purchase of tangible goods does not require contract)**3. Please attach all necessary forms to this request:**

- a. Forms from Steps 1 & 2 (if needed)
b. Quote/Invoice
c. Bid Checklist (for purchase \geq \$5K)

Note: GIFTS/AWARDS/PRIZES/DONATIONS require additional paperwork. Please contact staff to obtain the necessary forms.

****This form must be signed by one of your organization's authorized signers****

1.) ORGANIZATION INFORMATION (Please print clearly):

Date: 2/2/12

Organization/Account name: AB Tech

Account type: ☒ ORG \$21003.88

☒ GIFT \$123.01

Student submitting request: Joe Burgess

Andrew ID: jmburges

Authorized signer's name: Joseph Burgess

Authorized signer's signature: _____

2.) BUSINESS/INDIVIDUAL INFORMATION (Please print clearly):

Payee name*: Five Guys

**as it should appear on check and is documented on W-9*

Mailing Address or SMC: 123 Oakland Ave

Address Line 1

Pittsburgh, PA 15232

Address Line 2

Address line 3

City, State, Zip

Business/Individual Contact (or Sales Rep): Business Contact

Email: email

Phone: phone

Fax: fax

3.) PURCHASE DETAILS:

Detailed description of purchase (please provide who, what, when, where & business purpose):

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

Contract/Invoice Due Date: 3/1/2012

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.

AMOUNT DUE \$: 213