

Disbursement Request Instructions

General Instructions

- Refer to University Policy 05-06-03 for detailed instructions.
- Do not complete shaded areas of form.
- **Do not use the Disbursement Request for payments that can be made with a University P-Card, such as professional dues, registrations, and subscriptions.**
- Original supporting documentation must be stapled to the back of the request.
- Paperclip any enclosures to the front of the request.
- Vendors are paid approximately 25 days from the invoice date unless otherwise indicated.
- Disbursement Request payments will be mailed directly to the payee approximately 25 days from the invoice date unless the Account Administrator provides a written request with adequate justification for an exception to this policy.
- Payments to U.S. resident individuals, businesses, organizations, etc. must have a social security number or a U.S. Federal Identification number; otherwise, 30% federal income tax may be withheld from payment.
- If payment is to a Foreign National, see Section VI.

Section I – Invoice Information

Invoice Date • Date of invoice or other supporting documentation, if applicable. DD-MMM-YY
Payment Due Date • Date when payment is due. DD-MMM-YY

Section II – Payee Information

U.S. Taxpayer Identification No. • Social Security Number, U.S. Federal Identification Number or U.S. Taxpayer Identification Number.
Enclosure • Check Enclosure box if attachment is to accompany the check.
Payee Name..... • Individuals and sole proprietors – legal name as it appears on social security card. Other entities including corporations and partnerships –business name as shown on required Federal tax documents on the “name” line.
Address Information • Tax documents will be sent to this address.

Section III – Account Information

Purpose of Payment • Concise description of payment (e.g., consulting services, speaker’s fee).
Distribution by Account Number • Account number (32 digits) and amount charged. If payments are split among accounts, enter account number and the amount charged to each account and total to be paid.

Section IV – Payment Authorization

Requestor’s information • Requestor’s printed name, department, campus address, campus telephone extension, email address, fax number.
• Requested by (signature) Requestor’s signature
Approval Information • Account Administrator’s printed name, department, campus address, campus telephone extension, email address, and fax number.
Account Administrator’s signature. The Account Administrator is the individual responsible for monitoring the departmental budget.
Date..... • Date of request

Section V– Payee Profile Questions

- All questions must be completed.
- Payments to University faculty, staff and students must be processed through the University’s Payroll system.
- If payment is to an individual for independent personal services, complete and attach an Independent Contractor Questionnaire.
- Refer to <http://www.bc.pitt.edu/payment/fnti.html>. Select Purchasers then Independent Contractor Questionnaire.

Section VI – Foreign National Payments

- Complete only if payee is a Foreign National.
- Comprehensive instructions can be found at <http://www.bc.pitt.edu/payment/fnti.html>. Select Purchasers then Foreign National Tax information.
- All questions must be completed.