



Form must be typed. Complete all non-shaded areas

<b>SECTION I: INVOICE INFORMATION</b>							
INVOICE DATE _____ DD-MMM-YY				PAYMENT DUE DATE _____ DD-MMM-YY			
<b>SECTION II: PAYEE INFORMATION</b>							
U.S. TAXPAYER IDENTIFICATION NO _____			ENCLOSURE <input type="checkbox"/>				
PAYEE NAME _____							
FIRST ADDRESS LINE - Mailing address for tax documents _____							
SECOND ADDRESS LINE _____							
CITY _____		STATE _____	ZIP CODE/FOREIGN COUNTRY _____				
<b>SECTION III: ACCOUNT INFORMATION</b>							
PURPOSE OF PAYMENT _____							
<b>DISTRIBUTION BY ACCOUNT NUMBER</b>							
ENTITY	DEPARTMENT	SUBCODE	PURPOSE	PROJECT	REFERENCE	FUTURE	AMOUNT
xx	xxxxx	xxx	xxxxx	xxxxxx	xxxxx	xxxxx	\$xx.xx
<b>TOTAL TO BE PAID</b>							\$ -
<b>SECTION IV: PAYMENT AUTHORIZATION</b>							
REQUESTED BY (PRINT NAME)			DEPT/BLDG/ROOM			EXT.	
E-MAIL						FAX NUMBER	
REQUESTED BY (SIGNATURE)						DATE	
APPROVED BY (PRINT ACCOUNT ADMIN'S NAME/TITLE)						EXT.	
E-MAIL						FAX NUMBER	
APPROVED BY (SIGNATURE)						DATE	

AUDIT APPROVAL	FILING NUMBER
INVOICE DATE	VENDOR NUMBER

<b>SECTION V: PAYEE PROFILE QUESTIONS - All questions must be answered.</b>	
Y	N
<input type="checkbox"/> <input type="checkbox"/>	1. U.S. payee (not a foreign national payee)? If no, also complete Section VI.
<input type="checkbox"/> <input type="checkbox"/>	2. University of Pittsburgh student or employee? If yes, see form instructions
<input type="checkbox"/> <input type="checkbox"/>	3. Payment to an individual? If yes, complete independent contractor questionnaire. See instructions
<input type="checkbox"/> <input type="checkbox"/>	4. Is U.S. Taxpayer Identification Number provided? If no, 30% federal income tax may be withheld from payments to individuals. See instructions.

<b>SECTION VI: PAYMENTS TO FOREIGN NATIONALS</b>	
Y	N
<input type="checkbox"/> <input type="checkbox"/>	1. Is foreign national rendering services outside the U.S.? If yes, attach the Foreign National Tax Letter. No other documents or U.S. Taxpayer identification Number are required. No review by the (Foreign National Tax Processing Unit) FNTPU is required.
<input type="checkbox"/> <input type="checkbox"/>	2. Is this a reimbursement for University related travel, lodging or business expense? If yes, attach the Foreign National Tax Letter and INS Form I-94. No other documents or U.S. Taxpayer Identification Number are required. No review by FNTPU is required.
	3. All other payments to foreign nationals:
<input type="checkbox"/> <input type="checkbox"/>	A. Is U.S. Taxpayer Identification Number provided? If no, 30% federal income tax will be withheld.
	B. The Disbursement request must be reviewed by the Foreign National Tax Processing Unit prior to submitting to the Payment Processing Department.

## Disbursement Request Instructions

### General Instructions

- ♦ Refer to University Policy 05-06-03 for detailed instructions.
- ♦ Complete all unshaded areas of the 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 that you want to accompany the check 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 the policy  
Payments to U.S. resident individuals, businesses, organizations, etc. must have 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 de. 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.  
Disclosure of this information is mandatory, as required by IRS regulations, and will be used for tax reporting purposes only.
- Enclosure..... ♦ Check enclosure box if attachments is to accompany 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 of Account Number..... ♦ Account number (32 digits) and amount charged. If payments are split among accounts, enter account number and the amount to be 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, e-mail address, fax number, requestor's signature  
Account Administrator's printed name, department, campus address, campus telephone extension, e-mail address, and fax number.  
Account Administrator's signature. The Account Administrator is the individual responsible for monitoring the departmental
- Approval Information..... ♦ 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 [www.bc.pitt.edu](http://www.bc.pitt.edu). Select Payment Processing then Independent Contractor Questionnaire

### Section VI - Foreign National Payments

- ♦ Complete only if payee is a Foreign National. All questions must be completed.
- ♦ Comprehensive instructions can be found at [www.bc.pitt.edu](http://www.bc.pitt.edu). Select Purchasers then Foreign National Tax Information.