

Payment Request Cover Sheet

Travel and business expense reports to reimburse domestic Guests, Students, and Faculty & Staff, must be prepared and submitted in [Concur Expense](#). This form applies to all other payment requests including: goods and services (Invoice), reimbursements to international Guests by wire transfer (Wire Request), honorarium to lecturers and Student prizes/awards (Check Request). Please refer to [Vendor Profiles](#) for guidance on how to make a person or entity eligible to receive payment from Columbia University.

Request Type

- [Invoice](#) [Check Request](#) [Wire Request](#)
-

Invoice Number (Request #)

Payee's Name

Detailed Business Purpose

SpeedChart Key and SpeedChart Description

Was alcohol purchased? No, not applicable Yes, alcoholic beverages total

Prerequisites

[Purchase Order](#)

- Not applicable
 Applicable:
 PO Number

[Contract or Agreement](#)

- Not applicable
 Applicable:
 Executed Contract/Agreement Attached
-

Supporting Documents

Please refer to [Payment Requests](#) for guidance on what documents you need to include with your request in addition to this Cover Sheet, and how to submit it electronically for payment processing to the Business Office.

Department Contact

Submitted by _____ Phone # _____
Department Name _____

Signature

Date _____

Questions? Send an email to payments@law.columbia.edu