



Complete this form to request payment for a vendor registered in PaymentWorks for eligible payment types. Guidance for new vendors or address updates is available here. Include all supporting documentation, save the completed document as a PDF using the specified naming format, and submit it for processing.

Vendor Information

Vendor Name and Number (*optional*)

Invoice Number (*optional*)

Remittance Address on PaymentWorks registration

Same address shown on the invoice

Payment Request Details

Description of Services (*e.g., curriculum review and advisory services for academic programs*)

Payment Reason (*e.g., invoice or LRAP*)

Purchase Order

Amount Due (USD)

Alcoholic Beverages – Segregated

Comment/Justification

Accounting Codes or SpeedChart

SpeedChart Description

Foreign Vendor Only – Wire Payment

Service Location

Payment Currency

Performed in the United States

USD – Default Currency

Performed outside the United States

Foreign Currency Amount

By signing, I confirm I have read the [Allowable Payments by Visa Type](#) and acknowledge the payee qualifies for payment, subject to U.S. tax withholding unless exempt, or if services were performed outside the U.S.

Department Contact

Submitted By

Phone Number

Department Name

Date Created

Digital Signature

Adobe Digital ID or DocuSign ID