

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