



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

Jamie Santorini

Vendor Name and Number (optional)

MCXXC029008

Invoice Number (optional)

Via Roma, 2500184 Roma RM, Italy

Remittance Address on PaymentWorks registration

Same address shown on the invoice

Payment Request Details

Consulting – Curriculum Review and Advisory Services for Academic Programs Provision of expert guidance and recommendations on the design, structure, and content of academic programs.

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

Invoice

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

CU00123456

\$ 3,500.00

Purchase Order

Amount Due (USD)

Requesting a rush to avoid event cancellation

Alcoholic Beverages – Segregated

Comment/Justification

55ABC125

Accounting Codes or SpeedChart

Law Degree Curriculums

SpeedChart Description

Foreign Vendor Only – Wire Payment

Service Location

Performed in the United States

Payment Currency

USD – Default Currency

Performed outside the United States

Foreign Currency Amount

€3,255 (euros)

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

Tim Connelly

Submitted By

(212) 854-1234

Phone Number

Tim

Connnelly

Digitally signed by Tim Connelly

Date: 2025.03.05 16:39:50 -05'00'

Law Degree Administration

Department Name

12/03/2025

Date Created

Digital Signature

Adobe Digital ID or DocuSign ID