

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**

**CU00123456**

**\$ 3,500.00**

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

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

Payment Currency

☒ Performed in the United States

☐ 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**

**Connelly**

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