

REQUEST FOR PAYMENT/REIMBURSEMENT FORM

Use this Form when:

- Making payments for Honorariums, Non-Employee Stipends, Petty Cash or Personal Reimbursements.
- Making payments to a vendor whose bill does **NOT** have an invoice number.
- Payments to Williams College students and employees for services rendered should go through payroll, unless the payee is classified with the Campus Activities Office as an independent contractor.

Vendor Legal Name:

Tax ID - Contact Accounts Payable for W9 form. Required prior to payment of services, stipends, honorariums.

Address: (req'd for all Vendors)

Vendor Classification:

Payment Method:

Special Handling:

Wms Employee

Check

Enclosure

Wms Student

Direct Deposit

Pickup

Other

(Emergencies Only)

Description: (max. 30 characters) used in lieu of invoice number, will appear on check stub

PS ACCOUNT
(6)

FUND
(3)

DEPT ID
(7)

PROJ/GRNT
(6)

BILLING DATE
(mm/dd/yy)

AMOUNT
(insert a decimal)

Item Description: (max. 30 characters) will appear on financial report only

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Total U.S. Dollar Amount of Voucher:

Prepared By:

Signature: _____ **Phone:** _____ **Date:** _____

Authorized By:

Signature: _____ **Phone:** _____ **Date:** _____