

## **ABILENE CHRISTIAN UNIVERSITY**

### **Instructions for Request for Payment**

- 1 Please fill out all applicable boxes.
- 2 The requestor and supervisor must sign the form. Please print name if the signature is illegible.
- 3 If the individual / business is set up for direct deposit, this will be the automatic payment method.
- 4 If enclosures need to be mailed with the check, please choose the "Mail with the attached enclosures" option.
- 5 If the request is reportable to the IRS through form 1099, a completed [W-9](#) must be attached. If the W-9 is on file with the Accounts Payable office, please notate on the form. Please check FTMVEND to see if the W-9 is on file. For more information on what is reportable, please see the [Accounts Payable Manual](#).
- 6 If the payment is for non-employee compensation and is being paid to a current or recent ACU employee or the services being provided are similar to employment, please fill out the [Employee vs. Independent Contractor](#) worksheet. A fringe benefit form will be submitted to Crystal Cox in Payroll by the Accounts Payable department for determination. You will be notified if the individual should be paid through Accounts Payable or Payroll.
- 7 To view the payees student or employment status, check the GUASYST Banner form.
- 8 If the payment is to a non U.S. individual or entity, call Accounts Payable to discuss the possible tax implications.
- 9 Once the form is complete, e-mail a copy to the accounts payable office at [accountspayable@groupmail.acu.edu](mailto:accountspayable@groupmail.acu.edu).
- 10 If the request form is incomplete, it will be returned to the person authorizing payments.

**If you have any questions, please call Accounts Payable at extension 6167.**

ABILENE CHRISTIAN UNIVERSITY

Request for Payment

Please send all payment requests electronically with supporting documentation to [accountspayable@acu.edu](mailto:accountspayable@acu.edu) in PDF format.

PAYEE INFORMATION

Date Requested: \_\_\_\_\_

Payment/Invoice Due Date: \_\_\_\_\_

Event Date (If Applicable): \_\_\_\_\_

Name of Payee: \_\_\_\_\_

Banner ID of Payee: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Is the payee a foreign vendor for tax purposes?	Yes _____	No _____
Does the payee have a financial or management connection to an ACU employee?	Yes _____	No _____
Is the payee currently an ACU employee?	Yes _____	No _____
Is the payee a currently enrolled ACU student?	Yes _____	No _____
Is the payee an international individual or company?	Yes _____	No _____

PAYMENT METHOD

If the payee is set up for direct deposit, **this will be the automatic payment method**. For all others, the check will be mailed to the address on this form unless otherwise indicated below:

\_\_\_\_\_ Mail with the attached enclosures

\_\_\_\_\_ Pick up check: Call \_\_\_\_\_ at extension \_\_\_\_\_

PAYMENT PURPOSE

Please check all boxes below that apply to the requested payment:

☐ Reimbursement ☐ Refund ☐ Stipend/Honorarium ☐ Services ☐ Products ☐ Travel (See the Guest & Student Travel Expense Report Form)

☐ Gift, Award, or Prize ☐ Medical Expenses ☐ Attorney Fees ☐ Royalty ☐ Sponsorship ☐ Membership ☐ Donation ☐ Campus Utilities

Payment Description & Purpose:

\_\_\_\_\_  
\_\_\_\_\_

Index	Fund	Organization	Account	Program	Activity	Amount
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

\_\_\_\_\_ Check if W-9 is on file in the AP office (for 1099 payments only)

Total Amount \$0.00

AUTHORIZED SIGNATURES

Requestor's Signature: \_\_\_\_\_

Department: \_\_\_\_\_

Extension: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Department: \_\_\_\_\_

Extension: \_\_\_\_\_

\*Please note that all travel should be recorded on a Guest & Student Travel Expense Report. All employee travel is processed through Concur for payment.

\*\*Payments for Non Resident Aliens may be subject to taxation. Please contact our office prior to payment. Foreign payees may prefer payment by wire.