DIRECT PAYMENT REQUEST FORM

Clear Form

Use this form to request payment for expenditures not processed in STARS or paid by a PCard.
Use the Expense Report for travel related expenses. For wire transfers, use the Wire Transfer Request.

Note: If vendor is not in Banner, attach the New Vendor Registration Form and W-9 or W-8BEN completed by vendor.

Banner Vendor ID: ___________________________ Search vendors in Banner
AP address sequence #: ________

Payable to (vendor name): ___________________________
Remit to Address: ___________________________
____
____
____

Special handling: (optional)
- ○ Call _______________@_____
- ○ Send to dept _______________
- ○ Send to WPI box# __________
- ○ Mail with enclosure

Description	Invoice #	Invoice Date	Invoice Amount
		Total:	$ 0.00

Attach invoices or documentation

Fund	Org	Account	Activity (optional)	Amount
			Total:	$ 0.00

Authorization:
Financial Manager Approval: ____ Campus Ext.:________________________
Type or print

Signature: ____ Date: ____________________________

Print and send to Accounts Payable, Boynton Hall.

Please allow 7–10 days after submission to Accounts Payable for processing. Incomplete or inaccurate requests may delay processing.

For Accounting use only: 1099 Y / N

Finance Office approval: ____ Date: _________________________________

Rev. 7/25/16