

The College of William and Mary

Vendor Payment Request Form

The Vendor Payment Form is designed to facilitate and expedite departmental requests for payment. Only ONE invoice may be paid per form. Complete the form, attach the original invoice, and send to Accounts Payable for processing. Keep a copy for departmental records.

VENDOR / PAYEE INFORMATION			
Purchase Order Number			
Banner ID Number			
Name <small>(Enter the name as it should appear on the payment)</small>			
Address			
INVOICE INFORMATION			
Invoice Number:		Total Amount:	\$
Invoice Date:		Payment Due Date:	
Date goods were received:		Date invoice was received:	
Description of the payment or commodity purchased:			
Please Indicate if: A copy of the Remittance must be included with the payment <i>Prompt pay requires that invoices be paid within 30 days of receipt of goods or invoice, whichever is later.</i>			
BANNER ACCOUNT DISTRIBUTION			
Banner Account Distribution:	Index	Account	Amount
VENDOR TYPE			
Vendor, Employee, Student Payment or other	Type of Vendor	Vendor is an Employee	Vendor is a Student
	Existing Vendor New Vendor (Please include W9) FIN (Federal Tax ID) Included SSN Included Foreign Vendor (W8) Prepayment	Employee is a US Citizen Employee is an NRA Reimbursement Is NOT a Reimbursement (STOP) call AP for guidance	Student is a US Citizen Student is an NRA Reimbursement Scholarship/Fellowship Honorarium Other
Department Approval Officials			
Departmental Contact:		Phone Number	
Print Name of Approving Official		Document Date:	
Signature of Approving Official		Date	