

The College of William and Mary
Vendor Payment Request Form
INSTRUCTIONS

VENDOR / PAYEE INFORMATION				
1	Purchase Order Number			
	Banner ID Number			
	Name <small>(Enter the name as it should appear on the payment)</small>			
	Address			
INVOICE INFORMATION				
2	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				
3	Banner Account Distribution:	Index	Account	
		Amount		
VENDOR TYPE				
4	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 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				
5	Departmental Contact:		Phone Number	
	Print Name of Approving Official		Document Date:	
	Signature of Approving Official		Date	

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INSTRUCTIONS

The Vendor Payment Request Form **must** be use to request vendor payments. A vendor can be an individual, sole proprietorship, a partnership, a company or an LLC.

Instructions for completing the Vendor Payment Request Form:

1. Vendor/Payee Information

- When goods and services are obtained through the normal procurement process, a purchase order number must be provided for invoice processing.
- Whenever a purchase order is not required and goods and services were obtained outside the normal procurement process; a purchase order number is not necessary for processing.
- Enter the 9 digit vendor number. For employees and students, the Banner Generated ID is also their vendor number.
- Enter vendor name that should be printed on the check.
- Enter the address that the check should be mail to – this is sometimes different from the company's mailing address.

2. Invoice Information

- Enter the invoice number as shown on the invoice.
- If the invoice does not have an invoice number, leave it blank.
- Please note that all expenses must be accompanied by original documentation such as receipts, invoices, contracts, etc.
- Enter the date as shown on the invoice.
- Enter date goods were received in the department.
- Enter the total price of the goods or services being purchased.
- Enter the payment due date (customarily is 30 days from the invoice date or receipt of goods whichever is later).
- Enter date invoice was received.
- Enter a brief description and the business purpose of the expenditure being requested.
- Please indicate if a copy of the remittance must be included with payment.

3. Banner account distribution

- Enter the banner index and accounts that will be charge for the expenditures.

4. Vendor Type

- If the vendor is new and does not have a vendor number, the department must request a number to the Accounts Payable Office by preparing a Vendor File Maintenance Request. The vendor must submit a Request for taxpayer identification number verification (W9 Form) to the Accounts Payable office.
- Please note that AP cannot set up a new vendor until AP receives the completed vendor forms.
- If the vendor will be performing a service (i.e., a speaker, performer, presenter) the following information is needed:
 1. Is the vendor a US Citizen
 2. Is the vendor a Non-Resident Alien
- If the vendor is an employee – **ONLY** reimbursements are allowed to be process through the Accounts Payable office.

5. Department Approval Officials

- For all official State business, the Approving official must be authorized to approve expenditures for the accounts being charged.
- The Approving Official name must be printed on the form.