

Pay Vendor Information Form

Supplier Name		
Supplier Address	Use Address on Invoice/Document:	Mailing Address(If you checked No)
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Payment Amount		
Purchase Description		

Instructions: The Pay Vendor Information Form is used to pay a vendor **BY CHECK/ACH** for goods and services already received. This completed form and the corresponding invoice, as well as any applicable forms from Step 3 below, should be e-mailed in a single attachment to the following address: invoicescan@pittstate.edu. **THE INVOICE MUST BE THE FIRST FORM.** Any Additional backup, including this Pay Vendor Information Form, must be scanned in **BEHIND** the invoice.

DO NOT use this form if:
 -Payment has been made via PCard.
 -This payment is a reimbursement for travel. Travel Expense Reimbursements are to be paid via the Expenses module.

Step 1: Can this Payment be paid on the PCard without a processing fee? If so, STOP and use the PCard!

Step 2: Purchase Order Information-is there a Purchase Order associated with this payment?

NO-Skip to Step 3
 YES-Complete Step 2

If this payment is for a purchase order, the PO# is required.

Purchase Order Number
Funding to Match PO: Yes No

Step 3: Distribution

Fund	Cost Center	Account	Dept Cost Center	Dept Acct	\$ Amount

Required
Optional - Department Use
Required

Step 4: Additional Forms Attached

<input type="checkbox"/> W-9 <input type="checkbox"/> Clothing Taxability Determination Form <input type="checkbox"/> Employee Tuition Tax Status Form <input type="checkbox"/> Food/Hospitality Form <input type="checkbox"/> Honorary Letter (Payment Request Backup)	<input type="checkbox"/> Independent Contractor <input type="checkbox"/> Stipend/Fellowship Payment Form <input type="checkbox"/> Travel Request Form (T-Form) <input type="checkbox"/> Other _____
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Step 5: Special Instructions

Step 6: Requester/Contact

Extension