## VERMONT STATE COLLEGES REQUEST FOR PAYMENT

CHECK ONE:			INVOICE#s		DATE:			
İ		Payment of Invoice		<del></del>		.1		
	****	Advance						
		Reimbursement			Grant Exp	enditure?	YES NO	
		Payment for Services					(circle if applicable)	
		(See box below)				If Yes, please attach grant	summary sneet	
			<u> </u>		j			
PAYMENT FOR SERV	VICES ONLY, pl	ease check one of the follo	owing:					
		I am currently employed I			Payments v	vill be made through		
		Payroll. This includes str I am not currently employ	udent employees	s as well. A completed W	I.9 is attache	rd or on file with		
		Accounts Pavable, Lundi	erstand the VSC	is required to i	īle a 1099 wi	th the lederal		
		government on all non-co	orporate paymen	its in excess of	\$600 on a ca	alendar year basis.		
				<u> </u>	T			
Colleague/Vendor#:	×				4		m.vii	
Payable to:	<u>:</u>					CHECK ONE:		
Address	-W5*-T				Ţ		Pick up in Business Office	•
Address	•			<del></del>	-			- 4
							Mail Check to address prov —	idea
							EFT Direct Deposit	
Provide detailed DESC	RIPTION of the	BUSINESS purpose for the	goods, services, o	or reimbursemer	its being purc	hased or reimbursed in this	section of the	
Request for Payment F	orm (supponing	documentation must be alta	ched).					
Please Charge G/L Ac	count(s):					Amount of Request;		
Please Charge Git At		· · · · · · · · · · · · · · · · · · ·			ī		7"	
	GASB	ACTIVITY	PROGRAM	OBJECT	LOCATION	PROJECT ID	TNUOMA	
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(# of Digits Required)				-				
					1			
				<u></u>				
						TOTAL		
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REQUESTER:	SIGNATURE:			ADVANCE/CO	NTRACT	TOTAL	date	
REQUESTER:	Date:			ADVANCE/CO			date:	
REQUESTER:		1664			By signing th	his form, I acknowledge Ihal	the funds spent	
REQUESTER:	Date:	1664			By signing the		the funds spent ase of an advance,	
	Date:	1664			By signing the are for Busing will return a	his form, I acknowledge Ihal ness purposes, and in the ca	the funds speni ase of an advance, days of the advance.	
REQUESTER: APPROVALS:	Date:	1664			By signing the are for Busing will return a	his form, I acknowledge Ihal ness purposes, and in Ihe ca all documentation wilhin Ien	the funds speni ase of an advance, days of the advance.	
APPROVALS:	Date: Extension #				By signing the are for Busing will return a	his form, I acknowledge Ihal ness purposes, and in Ihe ca all documentation wilhin Ien	the funds speni ase of an advance, days of the advance.	
APPROVALS: Dept Chair/Budget	Date: Extension #				By signing the are for Busing will return a	his form, I acknowledge Ihal ness purposes, and in Ihe ca all documentation wilhin Ien	the funds speni sse of an advance, days of the advance, the contract	
APPROVALS: Dept Chair/Budget (all requests)	Date: Extension #  Mgr/Dir. sign				By signing the are for Busing will return a	his form, I acknowledge Ihal ness purposes, and in Ihe ca all documentation wilhin Ien	the funds speni sse of an advance, days of the advance, the contract	
APPROVALS: Dept Chair/Budget	Date: Extension #  Mgr/Dir. sign				By signing the are for Busing will return a	his form, I acknowledge Ihal ness purposes, and in Ihe ca all documentation wilhin Ien	the funds speni use of an advance, days of the advance, the contract	
APPROVALS:  Dept Chair/Budget (all requests)  Divisional Deau sign (amounts between \$2,0  Dean of Administrat	Date: Extension # Mgr/Dir. signs nature: 00 and \$5,000) tion signature:	ature:			By signing the are for Busing will return a	his form, I acknowledge Ihal ness purposes, and in Ihe ca all documentation wilhin Ien	the funds speni use of an advance, days of the advance, the contract	
APPROVALS: Dept Chair/Budget (all requests) Divisional Deau sign (amounts between \$2,0	Date: Extension # Mgr/Dir. signs nature: 00 and \$5,000) tion signature:	ature:			By signing the are for Busing I will return a PERFORMI	his form, I acknowledge Ihal ness purposes, and in Ihe ca all documentation wilhin Ien ER/PRESENTER agrees to	the funds spenil use of an advance, days of the advance, the contract  Date:	
APPROVALS:  Dept Chair/Budget (all requests)  Divisional Deau sign (amounts between \$2,0  Dean of Administrat (amounts exceeding \$5	Date: Extension #  Mgr/Dir. signs nature: 00 and \$5,000) tion signature: ,000)	ature: -	on below:		By signing the are for Busing I will return a PERFORMI	his form, I acknowledge Ihal ness purposes, and in Ihe ca all documentation wilhin Ien	the funds spenil use of an advance, days of the advance, the contract  Date:	
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