Pacific Lutheran University
Payment Request Form

Date:

Reason for Payment (Mark Appropriate Box):

☐ Reimbursement (Attach Original Receipts) ***Credit Card slips alone are not sufficient documentation***

☐ Honorarium (Attach Supporting Documentation) ***FOR NON-PLU ENTITIES ONLY (See Payroll for PLU Staff)***

☐ Other (Enter Award/Business Purpose in Description Box Below)

IRS W-9 Form Required for First-Time U.S. Citizen Vendor Payees (Excluding Staff/Faculty/Students)

Payee Name:

Payee Address:

City/State/Zip:

PLU ID, Social Security, *OR* Federal Tax ID Number:

Privacy Act Notice: IRC Section 6109 requires most recipients of payments for services performed to give taxpayer identification numbers to the payers who must report the payments to the IRS. The IRS uses the numbers for identification purposes. Payers must be given the numbers whether or not recipients (payees) are required to file tax returns. Payers must generally withhold taxes from taxable payments to a payee who does not furnish a taxpayer identification number to a payer. Certain penalties also apply.

Mark All That Apply:

☐ PLU Faculty/Staff ☐ U.S. Citizen/U.S. Entity ☐ Resident Alien

☐ PLU Student ☐ Non-Resident Alien/Foreign Entity (See Procedures on BUSO Web Page)

FOAP (XXXXXX - XXXX - XXXX - XX)	Description of Expense (Briefly Describe Business Purpose)	Amount
	TOTAL	

Method of Payment (Mark Appropriate Box Below):

☐ Mail Check (No Attached Documents) ☐ Pick Up Check in Business Office

☐ Mail Check (With Attached Documents) ☐ ACH **(Required for Faculty/Staff)**

Payment Requested By (Print)	
Requester Signature	
Phone/Email	
Financial Manager Signature	

Enter Data Electronically OR Print Out to Enter Data Manually