Payment Request Form

Please type or print legibly. Incomplete forms will be returned to sender. See page 2 for guidelines.

Payee

| Contract required for Payee? | YES | On file in A/P | Attached | NO |

W-9 required for Payee?   YES   On file in A/P   Attached   NO

Mailing Address (if not on file)

Special handling instructions

Payee is (check only one)		Purpose (check all that apply & attach supporting documentation)	
Employee	Alumnus	Reimbursement	Product
Student	Parent	Refund	Service
Vendor	Contractor	Stipend (for what?)	
Other (provide detail)		Other (provide detail)	

G/L Account	Amount	Brief explanation of payment (attach supporting documentation)
Total		

Pay through A/P?	Requestor Initials	**IMPORTANT:** *If payee is a student or employee, ALL requests for payment (excluding reimbursements or refunds) must be reviewed by Payroll prior to payment. This includes, but is not limited to, stipends for athletic camps, awards, etc.*
Pay through Payroll?	Requestor Initials	

Requestor Name & Title   Date

Requestor Signature _____

*1st Level Approval Name & Title   Date

1st Level Approval Signature _____

*2nd Level Approval Name & Title   Date

2nd Level Approval Signature _____

*See page 2 for guidelines

Payment Request Form

Contract and W-9 – In addition to a Payment Request form, a contract and W-9 are also required to be on file **for ALL** I**ndependent Contractors or Service Providers**. (Payments to Wittenberg employees and students require a Payment Request form but **DO NOT** require a contract or W-9). Contracts and W-9 forms are used to collect needed information about the provider as required by the IRS. The provider can be an individual or business. The information is used to prepare form 1099 and is required in order to issue a check. The W-9 and Contractor forms can be found on the Forms & Resources webpage under Business Services.

Routing -- Please route completed and approved Payment Request form, contract and W-9 if applicable, and ***all required documentation*** (see the Documentation section below), to the appropriate offices:

➢ Payroll Office – requests to pay an employee for a service, stipend, award, or research
➢ Student Employment Office – requests to pay a student for a service, stipend, award, or research
➢ Accounts Payable Office – all other requests not routed to Human Resources and/or Student Employment

IMPORTANT NOTE: Forms submitted without appropriate signatures *and* backup documentation will be returned to the sender.

Documentation -- All requests require documentation to support the payment for audit purposes. Examples include an invoice or contract, a special agreement, a grant approval page, expense detail (who, why, etc.) and other applicable backup information relative to the request. If backup/documentation is required to be sent with the payment (i.e. a copy of the invoice), please attach the copy and identify it by writing "please remit copy with payment".

Mailing address and/or special handling instructions – complete only if applicable to request.

Deadlines – **All requests received after the published deadlines will be delayed until the next cycle.**

➢ Accounts Payable Office requests are due by the end of business each Tuesday. Checks will be processed Friday afternoon. Please limit requests to pick up checks to time constrained situations only.
➢ Human Resources Office requests will be processed with the individual's next scheduled payroll, if received by the payroll deadline. Please check the payroll schedule on the Payroll webpage.
➢ Student Employment Office requests will be processed with the student's next scheduled payroll, if received by the student payroll deadline. Student payrolls pay on the 15th of each month. Please check the payroll schedule on the Student Employment webpage.

Required Signatures

Wittenberg University - Approval Hierarchy *(obtain all required signatures based on transaction amount)*			
Transaction Amount	**Required Approver**	**Required Approver**	**Required Approver**
$250,001 - above	VPFA	President	Board of Directors
$100,000 - $249,999	VPFA	President	
$25,000 -$99,999	VPFA		
$10,001 - $24,999	1 Level Subordinate to the President		
$0 - $10,000	Administrative Staff/Faculty 1 Level Subordinate to the President's Direct Reports		**Note: If stipend also requires VPFA**

VPFA = Vice President for Finance and Administration