



**FOR OFFICE USE ONLY**

Finance & Business Services Approval  
(CI Verification)

Initials: \_\_\_\_\_

## Miscellaneous Request for Payment

**USE OF THIS FORM IS LIMITED.** Most items should be procured through a purchase request, rush order, purchase card or travel expense report. Please review attached instructions to ensure accurate completion. Please attach an original receipt along with any related backup information and submit to **Accounts Payable, WAB 18 for payment.**

Requestor Name:

Date Prepared:

### Payee Information

Vendor Name:

Check if employee

Accounts Payable Vendor Number   
(If non-employee provide S.S.N)

Vendor Address:

Note: If vendor is CGA please include original receipts/invoices. CGA contact x4465.

### Payment Information

Expense Justification:

Amount:

#### Accounting Information:

Fund Center:

Commitment Item (CI):

*Please verify CI accuracy here.*

Funds Res(FR) #:

FR Line #:

Special Instructions:

### Approval

I authorize payment and certify this expense is accurate and was incurred for appropriate university purposes.

Supervisor (print name): \_\_\_\_\_

Note - if related to grant, MR must be approved by Grant Accountant (Waller 19)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Instructions for Miscellaneous Request Form

1. USE OF THIS FORM IS LIMITED. Most items should be procured through a purchase request, rush order purchase card or travel expense report.  
**Examples of items for which this form may be used include:**
  - a. Bulk mailing requests (*use commitment item 605110*)
  - b. Tuition waiver payments to other PASSHE Universities (*for Bursar use only*)
  - c. Stipend payments to research subjects and students on campus under grant programs (*use commitment item 625420*)
  - d. Payments to return unexpended grant funds to awarding agencies (*grant accounting only*)
  - e. Reimbursements from grant funds to outside vendors as per the terms of the grant agreement (*grant accounting only*)
  - f. Miscellaneous Refunds (i.e. Husky Gold, Camps, etc.) (*use commitment item 690130*)
  - g. Non-travel related funding for approved student organizations (CGA Husky Fund); [Click for Procedures](#)
2. **Supporting documentation must be included (i.e. Invoice)**
3. For unknown vendor numbers, please use the Business Intelligence (BI) reporting tool. [Click for BI Vendor Listing Instructions](#)  
[Click for BI Vendor Listing Login](#)
4. **This form should not be used for:**

<b>a. Travel reimbursements</b>	<b>Proper Method:</b> Travel expense report	<a href="#">Click for Report</a>
<b>b. Off-Campus Business Meals</b>	Travel expense report	<a href="#">Click for Item 6 in BOG Policy 1986-07-A</a>
<b>c. Mileage reimbursement for speakers/candidates</b>	Travel expense report	<a href="#">Click for Report</a>
<b>d. Food purchases</b>	Rush Order or Food Specific Purchasing Card ( <i>Contact Purchasing Department</i> )	
<b>e. Services or consultants</b>	Purchase request	<a href="#">Click for Guidelines</a>
<b>f. Supplies under \$1,000.00</b>	Purchasing card	<a href="#">Click for Purchasing Card Policy</a>
<b>g. Supplies over \$1,000.00</b>	Purchase request	<a href="#">Click for Guidelines</a>
5. All mileage reimbursements for both employees and non-employees should be processed on a travel expense report.
6. **In accordance with the guidelines for the procurement of services, all purchases relating to services (i.e. speakers, consultants) must be processed through the purchasing department.** [Click for Guidelines](#)
7. Proper authorization (signatures) must be obtained; the requestor of the form cannot be the approver.
8. Contact Accounts Payable Department x4647 with any questions concerning this form.