

## Request for Payment: Instructions

Requests for Payment (also known as “Check Requests”) are completed when a check is due to an individual, vendor, company, firm or other organization outside the University that has provided, or will be providing, a product or service to the University.

### Instructions for Completing the Form (please refer to the below example):

1. Enter the name of the individual or company to whom the payment is being made.
2. Enter the mailing address of the individual or company to whom the payment is being made.
3. Enter the date the payment is due to the vendor. A minimum of five full business days is required to process a Request for Payment.
4. Check this box if the check payment is to be mailed directly to the payee.
5. Check this box and fill in the blank if the payment check is to be picked up by an SPU employee (usually the employee completing the check request) who will then mail or deliver the check to the Payee him/herself. If you check this box, be sure to list a phone extension for the contact.
6. Check this box and fill in the blank only if the Finance Office is to handle the payment check in a fashion other than mailing it directly to the payee or holding it for pickup by an SPU employee (i.e. if the payee is going to be on campus and would like to pick up the check him/herself). (Note: Check only one box.)
7. Enter a brief description of the purpose of the payment. Include relevant dates, locations, and initials of attendees (if more than 10, just put a number), as well as the purpose.
8. Enter the invoice number. If there is no invoice number, complete this section with another identifying number, or with a very brief description that would be of significance to the payee. This description will be printed on the check stub that is sent to the vendor.
9. Enter the date of the invoice.
10. Enter the total amount of the invoice.
11. Enter the fund number of the ASSP budget to which the expenses are to be charged. The fund number is a 6 digit code beginning with 1162-- representing which ASSP organization is being charged. If charges are to be divided among multiple departments, list each on a separate line.
12. Enter the 5 digit account code which best describes services rendered or equipment purchased. If charges on the invoice are to be divided among multiple account codes, list on separate lines, regardless of if the fund numbers are the same or different. Examples of common account codes are found at <http://www.spu.edu/depts/assp/docs/finance/CommonAccountCodeList.pdf>.
13. Sign and date the form.
14. Submit to ASSP Office for approval signature and processing. Attach additional paperwork if applicable (see below).

**If payment is an honorarium, make sure to turn in a W-9 that has been completed and signed by the recipient. The W-9 form can be found at <http://www.spu.edu/depts/assp/finance/forms.asp>.**

**Also include a copy of any related contracts and original copies of all invoices.**



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**REQUEST FOR PAYMENT/CHECK REQUEST**

DUE DATE \_\_\_\_\_  
ASSP-REVISED 9/08



**PAYEE INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MAIL TO OFF-CAMPUS ADDRESS

PICK-UP WHEN READY – PHONE EXT: \_\_\_\_\_

OTHER: \_\_\_\_\_

**DESCRIPTION AND PURPOSE OF PAYMENT:** (MUST BE COMPLETED

FOR PAYMENT TO BE PROCESSED.)

ASSP Organization Name: \_\_\_\_\_

AUTHORITY  
SIGNATURE

DATE

ASSP Budget Manager

ASSP Finance

BUDGET APPROVAL

APPROVED FOR  
PAYMENT

VENDOR NO.

DOCUMENT NO.

CHECK NO.

ACCT. DEPT.-EXTENDED &  
CHECKED BY:

**CHECK STUB - PAYMENT INFORMATION**

P.O. NUMBER	DESCRIPTION (16 MAX.)	DATE	GROSS AMOUNT	DISCOUNT	NET AMOUNT	FUND	PROGRAM	ACCOUNT	AMOUNT DB(-CR)	P.O. AMOUNT
							2813			
							2813			
							2813			
							2813			
							2813			
							2813			
							2813			
							2813			
							2813			
							2813			
<b>TOTAL:</b>										

SPU Finance

ASSP Finance