

**BUFFALO STATE COLLEGE FOUNDATION
ACCOUNTS PAYABLE/TRAVEL SERVICES PAYMENT REQUEST FORM**

ALL INFORMATION MUST BE FILLED IN & ORIGINAL BACKUP ATTACHED BEFORE CHECK IS ISSUED

PREPARED BY:

DATE:

E-MAIL:

PHONE #:

**BLDG &
ROOM #:**

ACCT NAME:

ACCT #:

PAYEE NAME:

AMOUNT:

**PERMANENT ADDRESS OR
REMIT TO ADDRESS:**

INVOICE #:

FEDERAL TAX ID# :

Or SOCIAL SECURITY# (Individual Non-Students):

STUDENT BANNER ID# (Scholarships, Fellowships & Awards to Students/Student Accounts):

JUSTIFICATION FOR PAYMENT (Supporting documentation must be attached & taped to letter size paper if smaller than 8.5 x 11):

EXPENSE CATEGORY (Indicate applicable Expense Categories by entering amount next to each description):

Advertising-9200	Insurance-7500	Prof Services-Performer-7106
Books-7850	Lecturer-7115	Refunds-6600
Capital Expense-7200	Materials-7905	Registration Fee-8200
Communication-8000	Meals & Refreshments-8400	Student Scholarships-7400
Construction-7202	Membership-7880	Student Award-7402
Duplicating-7119	Office Supplies-7900	Student Fellowship-7401
Equip Maint & Rental-8600	Postage/Shipping-7600	Student Loan-1400
Equip Service Contract-8700	Printing-7113	Subscription-7800
Fines-9710	Prof Services-7100	Temp Assist-7111
Gifts-9100	Prof Services -Consulting-7109	Travel-8500 (Travel Form)
Honorarium-7114	Prof Services-Legal-7102	Other

CHECK DELIVERY: ■ **During COVID-19 all payments will be stamped and mailed directly to Payee**

INSTRUCTIONS (Allow 7-10 business days from date documents are received in Accounts Payable & Travel Services for processing):

If the **payee** is the **same person** as the authorizing official, a **counter-signature is necessary**. Department Award Letter to the recipient of a scholarship/award **must be attached**. Attach a **Contract for Service Form** or **Original Invoice** for an individual or corporation providing services/goods; and non-employee compensation for services.

AUTHORIZING OFFICIAL APPROVAL

Authorizing Official's Signature	Date
Please Print Name	
Counter-signer's Signature (if needed)	Date

FOR ACCOUNTS PAYABLE & TRAVEL SERVICES OFFICE USE ONLY

Check Date	Check Number	Check Delivery
Reviewed and Approved By	Date	