



University of Pittsburgh

Form must be typed. Do not complete shaded areas.

DISBURSEMENT REQUEST

PROCEDURE 05-06-03

PLEASE REFER TO BACK OF FORM FOR INSTRUCTIONS.

SECTION I: INVOICE DATE 1		PAYMENT DUE DATE 2					
SECTION II: PAYEE INFORMATION		ENCLOSURE <input type="checkbox"/> 4					
U.S. TAXPAYER IDENTIFICATION NO. 3							
PAYEE NAME 5							
FIRST ADDRESS LINE - Mailing Address for Tax Documents 6							
SECOND ADDRESS LINE							
CITY	STATE	ZIP CODE/FOREIGN COUNTRY					
SECTION III: ACCOUNT INFORMATION							
PURPOSE OF PAYMENT 7							
Distribution by Account Number							
Entity	Department	Subcode	Purpose	Project	Reference	Future	Amount
XX	XXXX	XXXX	XXXX	XXXXXX	XXXXX	XXXXX	\$xx.xx
		3					
TOTAL TO BE PAID \$							\$0.00
SECTION IV: PAYMENT AUTHORIZATION							
REQUESTED BY (PRINT NAME) 9		DEPT/BLDG/ROOM 10		EXT.		11	
EMAIL 12		FAX NUMBER 13		DATE			
REQUESTED BY (SIGNATURE) 14							
APPROVED BY (PRINT ACCOUNT ADMIN'S NAME/TITLE) 15		EXT.		16			
EMAIL 17		FAX NUMBER 18		DATE			
APPROVED BY (ADMIN'S SIGNATURE) 19							

AUDIT APPROVAL	FILING NUMBER
INVOICE DATE	VENDOR NUMBER

SECTION V: PAYEE PROFILE QUESTIONS - All questions must be answered.

Y N **20**

- U.S. payee (not a foreign national payee)? If no, also complete Section VI.
- University of Pittsburgh student or employee? If yes, see form instructions.
- Payment to an individual? If yes, complete independent contractor questionnaire. See instructions.
- Is U.S. Taxpayer Identification Number provided? If no, 30% federal income tax may be withheld from payments to individuals. See instructions.

SECTION VI: PAYMENTS TO FOREIGN NATIONALS

Y N **21**

- Is foreign national rendering services outside the U.S.? If yes, Attach the Foreign National Tax Letter. No other documents or U.S. Taxpayer Identification Number are required. No review by the (Foreign National Tax Processing Unit) FNTPU is required.
- Is this a reimbursement for University related travel, lodging or business expense? If yes, attach the Foreign National Tax Letter and INS Form I-94. No other documents or U.S. Taxpayer Identification Number are required. No review by the FNTPU is required.
- All other payments to foreign nationals:
 - Is U.S. Taxpayer Identification Number provided? If no, 30% federal income tax will be withheld.
 - The Disbursement Request must be reviewed by the Foreign National Tax Processing Unit prior to submitting to the Payment Processing Dept.