

This form is required for all payment requests. If you need a Purchase Order, please use the Purchase Order Request form. Submissions are processed individually; please submit a coversheet per request. Departments are strongly encouraged to keep a copy of all submissions.

Payee/Supplier Information

Name: _____

Email: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip code: _____

Is this a new vendor or an old vendor with a new address? YES NO

Type of Payment (select type below)

- Invoice for Goods or Services
- Faculty & Staff Travel & Business Expense Reimbursement
- Guest Reimbursement
- Honorarium
- Prize or Award
- Other (provide explanation): _____

Payment Amount: \$ _____

Columbia University Business Purpose (describe below)

Department Information

Submitted by: _____ Email: _____ Date: _____

Department/Program: _____

ARC Chartstring (account to charge): _____

Dept. Authority Name: _____ Signature: _____

SUPPORTING DOCUMENTS

Commonly required documents are listed below, however additional documents may be requested by the GSAPP Finance Office or the University's Accounts Payable department upon submission.

GOODS OR SERVICES

- Invoice
- Fully executed contract signed by Purchasing Dept. (if applicable)
- Purchase Order (if applicable)
- Event flyer, agenda, or invitation (if applicable)
- Food and Alcohol Form (if applicable)
- Packing Slip Template (if applicable)

FACULTY & STAFF REIMBURSEMENT

- Fill out expense reports in Concur
- Proof of payment, receipts and/or Missing Receipt Form
- Event flyer, agenda, or invitation
- Food and Alcohol Form (if applicable)

GUEST REIMBURSEMENT

- Non-employee expense worksheet
- Proof of payment, receipts and/or Missing Receipt Form
- Event flyer, agenda, or invitation

HONORARIUM

- Honorarium Form
- Event flyer, agenda, letter, or invitation
- Immigration Status Documentation (for honoraria to Foreign Individuals, please contact your Program Manager for additional information)

PRIZE OR AWARD

- Prize Request Form
- Prize Agreement (Lowenfish Prize Recipients)
- Kinne Travel Proposal (Kinne Prize Recipients)