

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 ☐ NOI have read the Allowable Payments by Visa Type [here](#) and acknowledge recipient qualifies for payment**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)

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**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)

**PRIZE REQUEST FORM**

**TO: GSAPP Class of 2025 - Commencement Prize Recipients**  
**FROM: GSAPP Office of Academic and Student Affairs**

Congratulations on your Commencement Award! In order to request your prize funds, please fill in your contact information and prize details below, and e-mail this form along with all additional documents that are required for your prize(s) (see e-mailed instructions) to the GSAPP Awards Team ([awards@arch.columbia.edu](mailto:awards@arch.columbia.edu)).

**Name:**

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**Mailing Address:**

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**City:**

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**State:**

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**Zip Code:**

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**Country:**

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**E-mail Address:**

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**Telephone:**

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**Payment Options:**

(select one only)

☐ Direct Deposit (for domestic bank accounts only)

☐ Wire Transfer (for international banks only)

**GSAPP Program:**

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**Prize(s) to Process:**

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