PAYMENTS DONE ON A DISBURSEMENT FORM

There are a few invoices that go directly to Accounts Payable on a disbursement form that do not require a PO. Departments should fill out the disbursement form and send it to Carol DeSimone for final approval. Please attach a W-9 filled out by the company if the vendor is new. Some examples of when we would use a disbursement form are for accreditation fees, books if the vendor is not a registered vendor, entertainment vendors that require an entertainment contract, honorariums, awards, rental properties, and conference registration fees that can only be paid by check. Accreditation fees require a memo that should include information where to send the check and the program it is for. Honorariums require a memo with the name of the guest speaker, the speech given, the dates he or she is speaking and the amount. Accreditation fees and honorariums do both require a w-9.

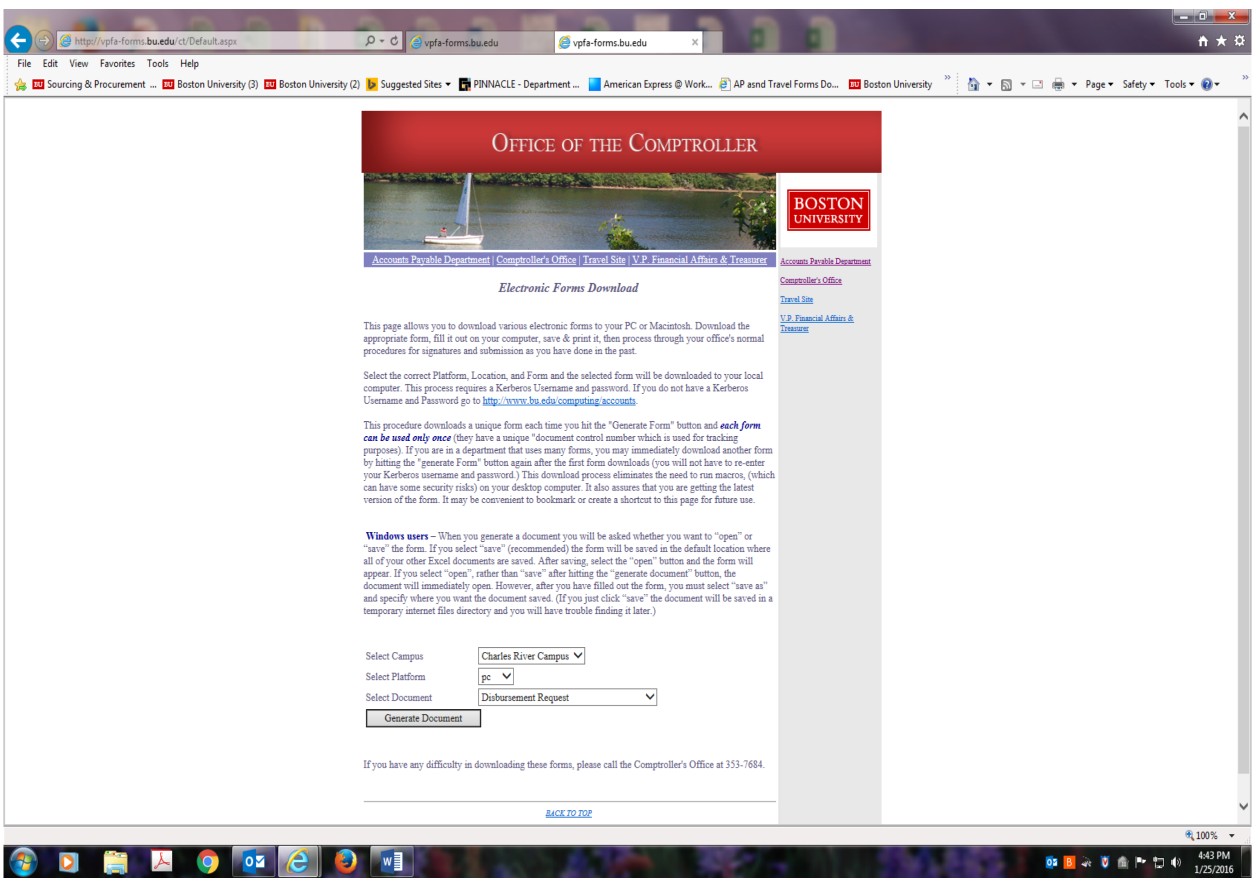
Payments are usually processed within two weeks unless the vendor has set terms. Below is the link to the form.

http://vpfa-forms.bu.edu/ct/Default.aspx

1) Select Charles River Campus

2) PC or MAC

3) Disbursement Request



- Once you generate the document click on Enable Editing.

First Step - Please provide a w-9 for any new vendors and fill in the following information:

B) Payee Information

D) Detail of expenditure-brief summary or any pertinent information for the invoice or check request.

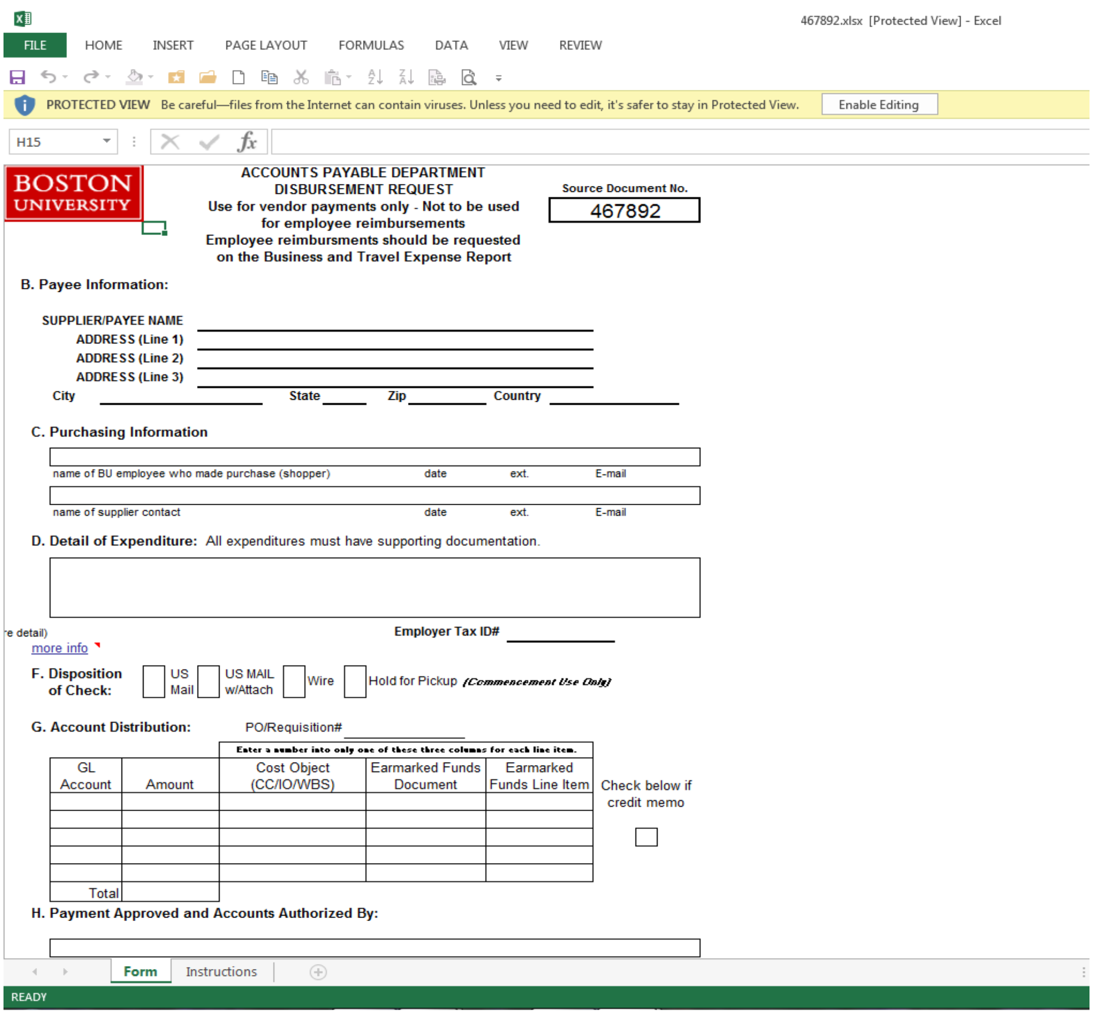
F) Check off Disposition of Check. Most often it is **US Mail or with Attachement**. If you want the check in person please check off **Hold for Pickup**. Our office will pick up the check and notify you once we receive it.

G) Fill in the **GL, Amount, Cost Object or Order Number** and leave the remaining columns blank in that section.

H) Our department will fill out Payment approved and accounts authorized. **So please leave this section blank.**

Each time you download a form it will generate a new Source Document Number. This number will show up under your budget entry once the charge has been posted to your budget.

Final Step: Send the form to Carol DeSimone and we will send it along to Accounts Payable for processing.



467892.xlsx [Protected View] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA VIEW REVIEW

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

H15

BOSTON UNIVERSITY

ACCOUNTS PAYABLE DEPARTMENT
DISBURSEMENT REQUEST
Use for vendor payments only - Not to be used
for employee reimbursements
Employee reimbursments should be requested
on the Business and Travel Expense Report

Source Document No.
467892

B. Payee Information:

SUPPLIER/PAYEE NAME
ADDRESS (Line 1)
ADDRESS (Line 2)
ADDRESS (Line 3)
City State Zip Country

C. Purchasing Information

name of BU employee who made purchase (shopper) date ext. E-mail

name of supplier contact date ext. E-mail

D. Detail of Expenditure: All expenditures must have supporting documentation.

e detail)
more info

Employer Tax ID#

F. Disposition of Check: US Mail | US MAIL w/Attach | Wire | Hold for Pickup *(Commencement Use Only)*

G. Account Distribution: PO/Requisition#

Enter a number into only one of these three columns for each line item.

GL Account	Amount	Cost Object (CC/IO/WBS)	Earmarked Funds Document	Earmarked Funds Line Item
Total				

Check below if credit memo

H. Payment Approved and Accounts Authorized By:

Form Instructions

READY