

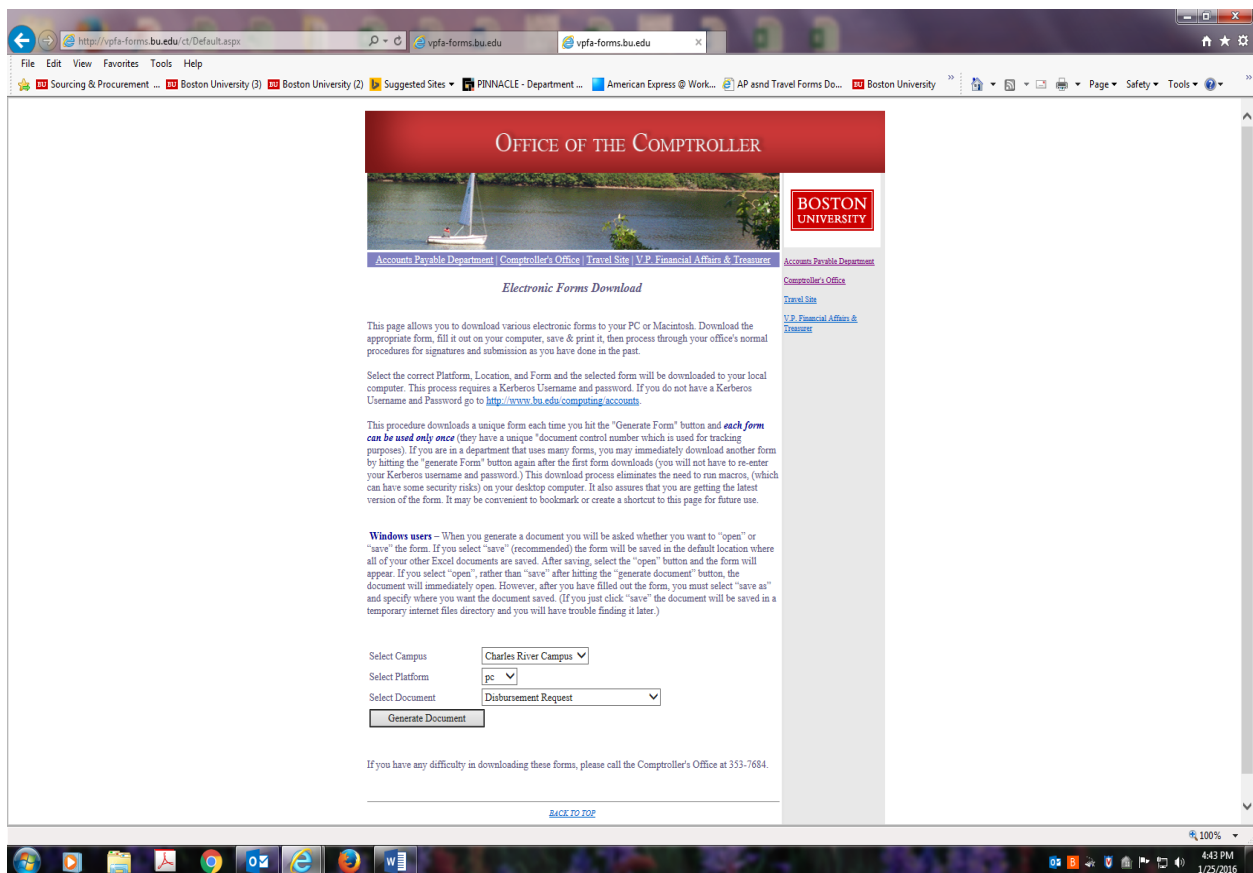
## PAYMENTS DONE ON A DISBURSEMENT FORM

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



The screenshot shows a web browser window displaying the "OFFICE OF THE COMPTROLLER" website. The page is titled "Electronic Forms Download" and provides instructions for downloading forms. It includes a navigation menu with links for "Accounts Payable Department", "Comptroller's Office", "Travel Site", "V.P. Financial Affairs & Treasurer", and "Accounts Payable Department". The main content area contains the following text:

This page allows you to download various electronic forms to your PC or Macintosh. Download the appropriate form, fill it out on your computer, save & print it, then process through your office's normal procedures for signatures and submission as you have done in the past.

Select the correct Platform, Location, and Form and the selected form will be downloaded to your local computer. This process requires a Kerberos Username and password. If you do not have a Kerberos Username and Password go to <http://www.bu.edu/computing/accounts>.

This procedure downloads a unique form each time you hit the "Generate Form" button and **each form can be used only once** (they have a unique "document control number which is used for tracking purposes). If you are in a department that uses many forms, you may immediately download another form by hitting the "generate Form" button again after the first form downloads (you will not have to re-enter your Kerberos username and password.) This download process eliminates the need to run macros, (which can have some security risks) on your desktop computer. It also assures that you are getting the latest version of the form. It may be convenient to bookmark or create a shortcut to this page for future use.

**Windows users** – When you generate a document you will be asked whether you want to "open" or "save" the form. If you select "save" (recommended) the form will be saved in the default location where all of your other Excel documents are saved. After saving, select the "open" button and the form will appear. If you select "open", rather than "save" after hitting the "generate document" button, the document will immediately open. However, after you have filled out the form, you must select "save as" and specify where you want the document saved. (If you just click "save" the document will be saved in a temporary internet files directory and you will have trouble finding it later.)

Below the text is a form with the following fields:

- Select Campus: Charles River Campus (dropdown menu)
- Select Platform: pc (dropdown menu)
- Select Document: Disbursement Request (dropdown menu)
- Generate Document (button)

At the bottom of the page, there is a note: "If you have any difficulty in downloading these forms, please call the Comptroller's Office at 353-7684." and a "BACK TO TOP" link.

- 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 reimbursements 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.

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# \_\_\_\_\_

GL Account	Amount	Enter a number into only one of these three columns for each line item.			Check below if credit memo
		Cost Object (CC/IO/WBS)	Earmarked Funds Document	Earmarked Funds Line Item	
					<input type="checkbox"/>
Total					

**H. Payment Approved and Accounts Authorized By:**

Form Instructions

READY