# Payment Request Form

**Howard University**  
**Office of the Associate Vice President and Controller**  
2244 10th Street, N.W., Washington, D.C. 20059

<table>
<thead>
<tr>
<th>Division Name</th>
<th>Department Name</th>
<th>Telephone</th>
</tr>
</thead>
</table>

**Check One**

- [ ] Subscriptions & Honorariums, Prizes, Awards, & Sponsorships  
- [ ] Reimbursements  
- [ ] Tuition  
- [ ] Stipends  
- [ ] Membership Dues  
- [ ] Administrative Fees  
- [ ] Legal Settlements

**Purpose or Nature of Payment and Dates of Service (Be Specific)**

**Is Payee or the Beneficiary of the Payment a U.S. Citizen or Permanent Resident Alien?**

Yes ________ If "Yes" attach W-9 (Check here if W-9 has been previously submitted ________)

No ________ If "No" refer to HU Nonresident Alien Payment Manual  
Check here if Nonresident Alien information has been previously submitted ________

Responsible Person - Typed Name

Responsible Person - Signature

Telephone Number  
Date

Payment to Nonresident Alien is: [ ] Taxable  
[ ] Not Taxable  
(To be completed by NRATS)  
By:

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**Shaded Areas to be Completed by Office of the Associate Vice President and Controller's Office**

<table>
<thead>
<tr>
<th>Dept/Project No.</th>
<th>Account No.</th>
<th>Date</th>
<th>Vendor Name</th>
<th>Amount</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Vendor ID or S.S. Number</th>
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</table>

Requested By - Typed Name  
Requested By - Signature

Authorized By - Typed Name  
Authorized By - Signature

Approval Date  
Rejection Date  
By  
Dept. Notification Date  
Return Date

Explanation
PAYMENT REQUEST FORM POLICY AND PROCEDURE

1. This form is a request for authorization to obtain various services and does not give the requesting department authority to obligate Howard University.

2. The Office of the Associate Vice President and Controller is required to certify the availability of funds before any costs are incurred, whether personal or university funds are used. Should this approval not be obtained, any costs incurred become the obligation of the person or persons authorizing such expenditure.

3. The Internal Revenue Service (IRS) has strict rules and regulations governing taxation and reporting of payments made to Non-U.S. citizens. The citizenship information requested must be provided or this document will not be processed. Refer to the Howard University Nonresident Alien Payment Manual for complete instructions.

4. The Payment Request form may be used only for the following types of transactions and disbursements will be made as stated:

   [a] Honorariums, Prizes, Awards, & Sponsorships will not require invoices for payment. Disbursements will be made upon certification of available funds.

   [b] Subscriptions & Membership Dues, Reimbursements, Stipends, Tuition, and Legal Settlements will require invoices for payment.

   [c] Administrative Fees include vehicle registrations, accreditations, license & permit fees, and fines & penalties. Administrative Fees will not require invoices for payment. Disbursements will be made upon certification of available funds.

Indicate the payment requested by checking the relevant box. Include a detailed description re: the purpose or nature of the payment requested.

5 Submit form and the appropriate back up documentation to Accounts Payable Department if payment request is not grant related. Grant related payment requests should be submitted to Grants and Contract Accounting. Forms should be submitted at least (5) working days prior to the date the payment is needed.

6 For information regarding the status of a payment document:
   - Please call the Accounts Payable Department, extension 6-2331, for Non-Grant related transactions.
   - Please call Restricted Funds Accounting, extension 6-2344, for Grant related transactions.