



# Request for Payment of Consulting Service

Contractor's Information	Mailing Instructions
<p><b>Social Security#</b> _____</p> <p><b>Name (Last/First)</b> _____</p> <p><b>Business Address</b> _____ _____ _____</p>	<p><input type="checkbox"/> <b>Mail Check to: (If different)</b> _____ _____ _____</p> <p><input type="checkbox"/> <b>Hold at Business &amp; Finance</b></p>

Expense Distribution
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<b>Department</b> _____	<b>Date Prepared</b> _____	
	<b>Date Required</b> _____	
<b>Account Number</b>	<b>Dollar Amount</b>	
_____ -2200	\$ _____	<b>Consulting Service Fee (Attach Invoice)</b>
_____ -2201	\$ _____	<b>Reimbursable Expenses incurred by consultant (Attach receipts.)</b>
	\$ _____	<b>Total to be paid</b>

**Detailed Explanation of Expense (Attach Invoice Copy)**  
\_\_\_\_\_  
\_\_\_\_\_

Requestor's Information	Authorization Information
Requestor's Name (Last/First)	Name of Authorized Person
Department	Title
Phone Number	Signature <b>X</b>

If amount is over \$5,000, Vice President Signature is required      **X** \_\_\_\_\_

Instructions
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- 1. Attach the following:**
  - IRS Form W-9
  - Consulting Agreement
  - Receipts for reimbursable expenses( if applicable)
- 2. Send all items to Accounts Payable for processing. Incomplete forms and attachments may be returned.**