

**OBERLIN COLLEGE**  
**Controller's Office Request for Payment**

Date of Request		<b>Allow 7 - 10 business days for processing</b>				
(1) T # (required) or Vendor ID (if known)*		(2) Tax Identification Number/SSN*				
<b>(3) Include a W-9 for new payees/vendors. As per IRS, sole proprietors and D/B/As are to provide SSN when requesting payment.*</b>						
(4) US Citizen? Y/N <b>(Response Required)*</b>		(5) <b>If not a US Citizen, call payroll at ext. 55608; other information may be required. (HR approval required before payment can be processed.)*</b>				
Payee (Legal Name)						
Address Line 1 <i>(Honorariums/Officials/Stipends require home address)</i>						
Address Line 2						
City		State	Zip			
Requestor's Name		<b>Special Handling</b>		<b>Check Box</b>		
		Send to Payee				
Campus Address/Ext #		Send to payee w/enclosure <i>(Please attach copy of enclosure)</i>				
		Send to requestor's campus address				
For Accounting Use Only: <input type="checkbox"/> W9 SCANNED <input type="checkbox"/> TRV ADV ON LOG <input type="checkbox"/> N/A <input type="checkbox"/> W9 ON FILE <input type="checkbox"/> TRV ADV OFF LOG		Will Call (Pick up at Controller's Office)				
(6) Description <i>(Business Expense Summary Form is required for Entertainment Charges)*</i>		(7) Charge to the following FOAP: *				
		Fund	Org	Acct	Prog	Amount \$
					Amount to be Paid	

**Signatures (both required)**

(8) Requestor's Signature\* \_\_\_\_\_  
 \_\_\_\_\_  
 Printed Name/Date

(9) Authorizing \* (Approval by person with budgetary responsibility) \_\_\_\_\_  
 \_\_\_\_\_  
 Printed Name/Date

Payment requests should be submitted to accounts payable with the proper documentation attached to avoid unnecessary delays. Checks are generated on Tuesdays and Thursdays; allow 7-10 business days for processing. <i>Requisitions with missing backup will be returned for follow up.</i>	<b>Controller's Use Only:</b>	PO# _____
	Entered by: _____	Missing Backup? Y / N
	Approved: _____	HR Approval: _____

\*Refer to "Request for Payment Requirements" chart for additional information.