Accounts Payable Payment Request Form Instructions:

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<th>Step</th>
<th>Description</th>
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| 1. Vendor Number | Enter 9 digit vendor number. This can be found on the VendorLookup.mdb database at P:\Business Services\VendorLookup and other AP resources. For access, contact Carrie Heyl at caheyl@davidson.edu. For employees and students, the Banner Generated ID is also their vendor number. If the vendor is new and does not have a vendor number, the vendor must fill out a New Vendor Form. Please also email “New Vendor Request” when you know that a vendor will be sending information so that when we received the vendor form, we may contact you with the established number. Please note that we can not set up a vendor until we receive their completed vendor form. If the vendor will be performing a service for Davidson (i.e., a speaker, performer, etc.) we will also need the following information:  
  - Is the vendor out-of-state?
    - If the vendor is out-of-state and will be performing at Davidson, will we be paying the vendor more than $1,500 during the calendar year? (If so, the vendor will be subject to the 4% NC Withholding tax)
  - Is the vendor a Non-U.S. citizen?
    - If so, please review the information on Payments to Non-U.S. Citizens to ensure that the proper paperwork is submitted. If the new vendor is an employee or student, send the request to “New Vendor Request”, but just indicate that the student/employee needs to be validated and provide the SSN/Banner Generated ID. |
| 2. Vendor Name | Enter the name that should be printed on the check. |
| 3. Remit to address | Enter the address that the check should be mailed to – this is sometimes different from the company’s mailing address. |
| 4. Invoice Date | Enter the date as shown on the invoice. |
| 5. Invoice number | Enter the number as shown on the invoice. If the invoice does not have an invoice number, leave blank.  

**Please note that all expenses greater than $25 must be accompanied by original documentation such as receipts, invoices, contracts, etc. See Supporting Documentation on our Accounts Payable FAQ page for more detailed information.** |
<p>| 6. Description/Business Purpose | Enter a brief description and the business purpose of the expenditure being requested. |
| 7. Invoice Amount | Enter the price of the goods or services being purchased. If the vendor charges sales tax on shipping, shipping should be included on this line. <strong>Note:</strong> Capital projects/purchases in excess of $5,000 must be documented and approved on a Capital Project form prior to purchase. |
| 8. Freight Amount | Enter shipping charges here if the vendor does not charge sales tax on shipping. |</p>
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| 9. Tax Amount | Enter the amount of tax charged by the vendor.  
**Note:** Although we are a tax-exempt organization, we are required to pay North Carolina sales tax on all purchases. |
| 10. Invoice Total | Enter the total amount to be paid (invoice plus shipping plus tax.) |
| 11. General Ledger # | Enter the fund number to be charged.  
- Operating funds are 10, 30, 50  
- If you are charging to a capital project, the fund number will be a 6 digit number that begins with ’96’  
- If you are charging to a restricted fund, the fund number will be a 6 digit number that begins with ’2’  
  a. Fund | Enter the fund number to be charged.  
  b. Org/Department | Enter your 6 digit department number  
  c. Account | Enter the 6 digit account number.  
  In most instances the account number will begin with a ’7’ |
| 12. Requested by | Enter the name of the person completing the payment request |
| 13. Supervisor Approval | Voucher must be signed by the person who has approval authority for the account being charged.  
**Note:** All personal reimbursements (including corporate card payments) must have the approval of the department head or other authorized individual – individuals may not approve their own expenses. |
| 14. Special Handling | Mark here if a letter or other document must be mailed with the check.  
Include a 2nd copy of the letter/document for our files, as well as an addressed envelope.  
  a. Enclosure | Mark here if a letter or other document must be mailed with the check.  
Include a 2nd copy of the letter/document for our files, as well as an addressed envelope.  
  b. Check Pick up | Mark here if someone will come pick the check up from the AP office.  
Please also email Checks to be Pulled by Wednesday at 5 p.m.  
**Note:** We do ask that you only request checks be returned to you if the check will be hand delivered, such as a performance/speaker on campus or student award checks. All other check requests, including subscriptions, deposits, etc. should be mailed directly from our office.  
  c. Return Check To | Mark here if the check should be returned to someone on campus, and write to whom the check should be sent (via campus mail).  
Please also email Checks to be Pulled by Wednesday at 5 p.m.  
**Note:** We do ask that you only request checks be returned to you if the check will be hand delivered, such as a performance/speaker on campus or student award checks. All other check requests, including subscriptions, deposits, etc. should be mailed directly from our office. |