COLLEGE OF ENGINEERING

Engineering Business Office

PAYMENT / REIMBURSEMENT REQUEST

- Use this form to request payment for orders placed and invoiced that do not have a Purchase Order, or for reimbursement of expenses incurred. Use for off-campus vendors, payments to individuals (employees or non-employees), and for IMOs.
- Do not use this form for travel related expenses or for Purchase Orders.
- For payment requests, include **vendor invoices**. For reimbursement requests, include **original receipts** marked as **paid**.
- Include an Official Function Form (obtained at EBO website or office) if this request involves food, beverages, events, recruiting, training, promotion or development activities.
- To avoid order delays, fill out this form **completely**.

Your Name _____ Date of Request _____

Payable To _____

Street _____

City/State/Zip _____

CSU ID _____

(Non Employee previously paid by CSU must provide last 4 digits of SSN; Non Employee not previously paid by CSU must complete a W9 located at http://busfin.colostate.edu/forms/fmw9.pdf)

PI / Advisor _____ Dept # _____

Your Email _____ Your Phone# _____

Vendor	Description	Account	Total
		Total payment / reimbursement	0