



## 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 IO's (Internal Orders).
- ❖ Do not use this form for travel related expenses or for Purchase Orders.
- ❖ For payment requests, include **vendor invoices**. For reimbursement requests, include and **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 \_\_\_\_\_

PI / Advisor \_\_\_\_\_ Dept # \_\_\_\_\_

Your Email \_\_\_\_\_ Your Phone# \_\_\_\_\_

Vendor	Description	Account	Total
Total payment / reimbursement			