



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 to pay 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.
- ❖ Purpose/Benefit statement is required for charges to 53, 88, and cost share accounts. Please succinctly state how this purchase benefits the project in the comments section.

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			

Comments _____