

**Payment Request**

*Instructions on how to complete this form can be found [here](#).*

**1** Organization Name: \_\_\_\_\_

**2** Vendor Name: \_\_\_\_\_

**3** Vendor Banner ID: \_\_\_\_\_

**4** Vendor Address: \_\_\_\_\_

<b>8</b> W9	Attached
	On File

**9** Vendor Invoice #: \_\_\_\_\_

**10** Vendor Invoice Date: \_\_\_\_\_

**5** CCRI Contact Name: \_\_\_\_\_

**6** CCRI Contact Phone #: \_\_\_\_\_

**7** Purpose:

**11** Payment Method:

Direct Deposit/ACH	By Mail
Credit Card	Hold in AP

Quantity	Description of Items	Price Per	Total Price
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>TOTAL</b>			

**16**

FOAPL					
Fund	Organization	Account	Program	Location	Amount
<b>TOTAL</b>					

By entering my name below, I acknowledge that I am electronically signing this document. Further, I hereby authorize payment:

**17** \_\_\_\_\_ Date Signed \_\_\_\_\_ Grants Accounting Signature \_\_\_\_\_ Date Signed \_\_\_\_\_  
 Requestor/Advisor Signature (if applicable)

**18** \_\_\_\_\_ Date Signed \_\_\_\_\_ **19** \_\_\_\_\_ Date Signed \_\_\_\_\_  
 Supervisor/Chair/Dean Signature Auxiliary Signature (if applicable)

*Please send the completed form and all applicable documentation to [accounts.payable@ccri.edu](mailto:accounts.payable@ccri.edu).*

## Payment Request Form Instructions

Payment requests are forms used by individuals and groups to pay for purchased goods or services. All purchases need to be processed in accordance with the policies and procedures as set forth in CCRI's Purchase Manual.

If you have additional questions, please contact Accounts Payable.

Payment Request forms must include:

1. Organization name
2. Vendor name
3. Vendor Banner ID
4. Vendor payment remittance address
5. CCRI contact name
6. CCRI contact phone number
7. The purpose for the payment (including dates, time, and names of event)
  - a. The complete business purpose must be explained under "Purpose" (e.g., DJ for All Club's Day) with dates and times. Generic explanations (e.g., flowers, refreshments or decorations) cannot be accepted.
8. W9
  - a. Every vendor must have a W9 on file. If the vendor is not on the Banner system, the department must obtain a completed W-9 form from the vendor to submit with this form or if a business/company, vendor must complete the Vendor Registration.
9. Vendor invoice number
10. Vendor invoice date
11. Payment method
12. Quantity
13. Description of items
14. Price per unit
15. Total price per item (will formulate as you enter items). Total amount should agree to invoice total. (will formulate as you enter items)
16. Complete Banner FOAPL string and amount to be charged to each individual FOAPL string. Total must agree to invoice total. (will formulate as you enter items)
17. Signature and date of person requesting payment
18. Supervisor, Chair, or Dean signature and date
19. Grants Accounting and/or Auxiliary signatures are only needed if the purchase is utilizing grant or auxiliary funds

Attach original invoice to this form along with quotes and memo, if applicable, and send to Accounts Payable for processing.

**Please note:**

All payment orders must have the appropriate original supporting documentation attached. Expenditures should be submitted within one week but no later than thirty days of purchase in order to receive approval. Any expenditure submitted after thirty (30) days must have documentation of why it was submitted late and then approved by Supervisor/Chair/Dean prior to submitting to the Controller's Office.

CCRI is considered tax exempt and no sales tax will be paid by the college. A copy of the tax-exempt form is available [here](#) (under General Accounting). Failure to utilize the tax-exempt form will result in the purchaser paying the sales tax personally. Expenses must be properly authorized and documented per college procedures in order to be processed. Under no circumstances should the tax-exempt form be used for personal purchases.

## Allowable Expenses

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Allowable expenses must support the student groups authorized activities. Allowable expenses will be paid/reimbursed by the college if they do not exceed the group's approved budget. All Student Group or Athletic Team expenses must be pre-approved by the Dean of Students or the Director of Athletics. The Student Life Program Coordinators or Team Administrators will help facilitate the purchase process. Some common examples of allowable expenses are:

- The cost of tickets for musical, theater or cultural events related to the student group's purpose and/or mission.
- All groups are required to submit a listing of all attendees along with their CCRI ID number.
- Costs associated with bringing an approved outside speaker or performer to campus
- Costs for costumes, dry cleaning and other costume/clothing costs
- Some travel expenses for student group field trips (See Travel section for more details.)
- Donations to outside charitable (non-profit) groups if using documented fundraised money only.
- Advertisements and marketing materials
- Newsletters, agendas, calendars and other pre-approved supplies
- Student giveaways, such as T-shirts or goodie bags for special campus events
- Food and beverages for group events.

In any case, where there is a question about whether expenses are allowable or not, speak with a Student Life Program Coordinator or Athletics Team Administrator for clarification. If necessary, the Controller will make the final determination on whether an expense is in accordance with federal, state and CCRI regulations.

## Non-Allowable Expenses

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- Any purchase not pre-approved by Student Life or Athletics
- Gift cards and/or gift certificates
- Alcoholic beverages
- Any state sales tax
- Reimbursement for events that take place in private residences (except with prior written approval from the appropriate Associate Dean of Student Life or Director of Athletics)
- Charges for goods or services that are available from the college without charge (e.g., rooms or other facilities, maintenance services, office equipment and IT services)
- Computer hardware, computer accessories or software not pre-approved by IT in writing
- Wages, honoraria, donations or celebrations to/for CCRI faculty or staff for the performance of their duties or released time.
- Wages, honoraria, donations to/for CCRI students. Unless the student is providing a service that would otherwise be performed by hiring outside staff.
- Scholarships of any kind are not allowed. Any student group wishing to give a scholarship must utilize the CCRI Foundation.
- Private transportation costs, such as gas money or parking fees. Public transportation is appropriate if more economical and readily available.
- Lodging, per diem meals or transportation for invited speakers/performers who live in the greater Providence area<sup>1</sup>
- Movies to be shown at events unless the student group can present a waiver of rights by the rights-holding organization or unless the student group is purchasing the rights to show a picture from the appropriate organization.
- Nonspecific miscellaneous expenses, emergency cash or petty cash requests.
- Food/beverages for regular group meeting