

Pittsburg State University
Pay Vendor Information Form

Suppliers should be paid via procurement card whenever possible. If a supplier does not accept card payments or charges a fee, this form can be used to request payment via Check/ACH. The invoice, this form, and any additional backup should be submitted to invoicescan@pittstate.edu in one attachment. The invoice must be the first page of the attachment.

Section 1 – Invoice Information	
Supplier Name	
Supplier Address: Use Address on Invoice? Yes <input type="checkbox"/> No <input type="checkbox"/>	Mailing Address (If you checked No)
Payment Amount	
Purchase Description (Who, What, When, Where, Why)	
PO Number (Skip Section 2 if paying on a purchase order)	Please make sure you have recorded receipt of products in GUS Cloud

Section 2 – Funding Information* (Attach separate listing if needed)					
Fund	Cost Center	Account	Dept CC (Optional)	Dept Acct (Optional)	Amount

*If you need to change the GL funding string on a Purchase Order, please contact the Purchasing Department.

Please include the following additional backup as needed:

- W-9 or W-8BEN for new suppliers
- Official Hospitality/Food Form for any food or beverage purchases
- Independent Contractor Form for payments to individuals (must include an invoice, contract, or honorarium letter)
- Lost Receipt/Exception Form
- Stipend/Fellowship Form

Section 3 – Special Instructions	
Notes:	
If payment via check: Mail to Supplier <input type="checkbox"/> Pick up in Business Office <input type="checkbox"/>	Contact Person and Phone Number if check is to be picked up:
Requestor Name and Phone Number	