

Student Payment Request Form

University of San Diego Office of Accounts Payable - (Use for payment to non-employee)

Please fill out information highlighted in yellow and forward a completed form to invoices@sandiego.edu.

1. Payee Information		2. Required Payment Information	
Student Name:		Date:	PO #:
Address:		Foreign Payment Amount:	
City/State/Country:		Foreign Payment Currency:	
Student ID#& Email:		Payment in U.S. Dollars: \$	

3. Requestor/Preparer Information	
Requestor Name:	Ext/Email/Location:

4. Payment Processing		*Note: Please allow for 10-14 business days for processing of payment.	
Select one of the following Payment Types	ACH Direct Deposit Check Wire	Last 4: _____	Please provide the last four digits of the account to ensure we have the correct account on file. All checks are mailed via U.S. Mail to the address on file. All payments outside of the U.S. will be defaulted to wire payments.

To request a change to payee's address or banking account information, please email procurement@sandiego.edu.

5. Required Tax Information			
Is the Payee a U.S. Citizen or Permanent Resident Alien?	YES	NO	(If NO, contact payroll@sandiego.edu for payment requirements)
SSN, TIN, or EIN:			Country (if not U.S.):

6. Business Purpose (Payment Justification) - Please also attach backup documentation to support your request to prevent delays.					

7a. Funding - POETS					
Project	Organization	Expenditure Type	Task	Source	Amount
Total:					\$0.00

7b. Funding - GL String (If not Project related)					
Fund Group	Organization	Account	Source	Project	Amount
Total:					\$0.00

8. Approvals - I certify that the expense(s) itemized herein have been reviewed and are accurate, allowable and an appropriate expenditure(s). It is within my budgetary authority to approve the expense(s).			
	Type/Print Name	Signature	Date
Requestor			
Budgetary Authorization			
Supervisor			

Office of Accounts Payable Use Only	
AP Reviewed & Approved:	Date Stamp - Received
Emailed (Questions/Concerns):	
Payment Confirmation:	

UPDATED AS OF AUGUST 2020