

HOW TO FILL A VENDOR FORM

FIELD FINANCE
AFS-USA, Inc. VENDOR PAYMENT REQUEST FORM

Do not Staple Check if new address

Invoice/Voucher Date: _____
 Invoice/Voucher #: _____
 Vendor Name: _____

Accounting Use Only:
 Date Received: _____
 Date Returned: _____
 Reason for Return: _____
 Date Resubmitted: _____

AUTHORIZING DOCUMENTS (Bills, Invoices, Contracts, etc.) must be attached.

Receipt#	Fund	Entity	Cost Center	Function	Project	Account	Amount	Descriptions/Comments
1	U							
2	U							
3	U							
4	U							
5	U							
6	U							
7	U							
8	U							
9	U							
10	U							
TOTAL							\$0.00	

Special Instructions:
 ACH or Inter-Transfer

Prepared By: _____ Signature _____ Date _____
 Approved By: _____ Signature _____ Date _____
 Approved By: _____ Signature _____ Date _____

A W-9 is required for all new vendors who provide professional services i.e., consultants lawyers etc. W-9 can be obtained from HRB in the forms section.

Please note that only treasurer and chair can approve it. Backup for every transaction needs to be provided. Address of a new vendor should be typed in special instruction section.