

**Williams College - Controller's Office
Request for Payment/Reimbursement Form**

Use this Form when:

Making payments for Honorariums, Non-Employee Stipends, Petty Cash or Personal Reimbursements.
Making payments to Vendors when an invoice is **NOT** applicable. (honorarium, stipend)

Vendor Legal Name:**Tax ID Number: Contact Accounts Payable for W9 form.****Required prior to pymnt for services, stipends or honorariums****Address: (req'd for all Vendors)****Vendor Classification:**

Williams Employee

Williams Student

Other

Special Handling:

Enclosure

Pickup

Description: (max. 30 characters) used in lieu of invoice number, will appear on check stub

PS ACCOUNT (6)	FUND (3)	DEPT ID (7)	PROJ/GRNT (6)	BILLING DATE (mm/dd/yy)	AMOUNT (insert a decimal)
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Item Description: (max. 30 characters) will appear on financial report only

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Total U.S. Dollar Amount of Voucher:

Prepared By: (type/print)

Signature:

Authorized By: (type/print)

Signature: