Completing the Direct Disbursement Request

Original receipts and invoices and any other important documentation must accompany all disbursement requests. Be sure to staple original invoices, receipts and other acceptable documentation to the Direct Disbursement Request form. Photocopies or requests received without supporting documentation will be returned to the requestor or requesting organizational unit. Please remember that the employer identification number (vendor tax ID) or an individual's social security number is required for payment.

Project name and number: The request must have the proper project name and project number. The project numbers consist of four-digits. In the case of a three-digit project number, add a zero before the number (i.e. project #: 304, should be 0304 and 022, should be 0022).
Payee Information: The request must provide the payee's complete name, Social Security (SSN) or Employer Identification Number (EIN), and a permanent mailing address (not a campus address). Please ensure that this information is correct and legible.

Description and Purpose: This section is required to assist in the auditing process and should explain the expense, the business purpose, and the benefit to the University.
Contact Information: The name, department, campus address and telephone number of the person initiating the request should be included in this section. The Foundation will contact this person if additional information is required. If there are special instructions, please provide the information in the space provided.

Signature Approval: The authorized Project Administrator and the authorized Dean or Director and the appropriate Vice President must all sign direct disbursement requests.