Colgate University Disbursement Voucher

Date	**Payee/Legal Name** First ____________________ Last ____________________ Business ____________________	**Include a W-9 or W-8 BEN** (Found on IRS.gov) * For accurate identity verification * For all services or non-reimbursables * For all new payees/individuals * When a payee has any changes to their information
Colgate ID # (If known) ____________ **Payee Type** (Circle if known) Student / Employee Alumni / Retiree / Other ☐ Direct Deposit on file (if known)	**Payment Address** ____________________ ____________________ ____________________	**For International Payees ONLY** A Disbursement Voucher, Wire Request, and W-8 BEN must be submitted via interoffice mail or hand-delivered. **Emails will not be accepted.**

Detailed Description & Business Purpose [Required: Attach Supporting Documentation]

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Expense Breakdown [Required: Fund or Org and Account]

You can view your authorized Funds and Orgs through the Portal > Tools > Finance & Purchasing > Budget Dashboard.

Fund (6 digits)	Org (5 digits)	Account (3 digits)	Line Description or PO# (e.g. Mileage, Airfare, Lecture)	Amount (USD) (Convert other currencies to USD)
			TOTAL DISBURSEMENT AMOUNT	**$**

Payment Information & Approval [All Delivery Method requests are subject to Accounting approval]

Check Issue Date (If applicable) __________ **Delivery Method** (Check if applicable) ☐ Mail (Include any attachments to be sent) ☐ Hold for Pick up (Include Name below) **Additional Instruction / Special Handling** ____________________	**Authorized Approval** [Required] (Department Chair / Budget Manager / Department Coordinator) Signature ____________________ Print Name ____________________ Department ____________________

FOR PAYROLL USE ONLY		
Received $	By	Date

For Domestic Payees: Email completed forms to accounting@colgate.edu or send interoffice mail to Accounting in James B. Colgate Hall.