



Payment Request Form

Please type or print legibly. Incomplete forms will be returned to sender. See page 2 for guidelines.

Payee

Contract required for Payee?	Yes/On file in A/P	Yes/Attached	NO
W-9 required for Payee?	Yes/On file in A/P	Yes/Attached	NO
Worker Classification worksheet required?	Yes/On file in HR (must be submitted 2 weeks prior to payment)		NO

Mailing Address

Special handling instructions

Payee is (check only one)		Purpose (check all that apply & attach supporting documentation)	
Employee	Alumnus	Reimbursement	Product
Student	Parent	Refund	Service
Vendor	Contractor	Stipend (for what?)	
Other (provide detail)		Other (provide detail)	

G/L Account	Amount	Brief explanation of payment (attach supporting documentation)
Total		

HR USE ONLY:
(stipends only)

Pay through Payroll?
Pay through A/P?

STIPENDS: Route stipend requests (including stipends for athletic camps, awards, etc.) to Kori Frank, Executive Assistant Finance & Business Office, frankk@wittenberg.edu
ALL OTHER PAYMENT REQUESTS: Route to Accounts Payable at payables@wittenberg.edu .

Requestor Name & Title _____ Date _____

Requestor Signature _____

*1st Level Approval Name & Title _____ Date _____

1st Level Approval Signature _____

*2nd Level Approval Name & Title _____ Date _____

2nd Level Approval Signature _____

***See page 2 for guidelines**



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Deadlines - All requests received after the published deadlines will be delayed until the next cycle.

Required Forms: In addition to a Payment Request form, a Contract, Worker Classification Worksheet, and W-9 are also required to be on file for ALL Independent Contractors (IC) or Service Providers. The IC or service provider can be an individual or business. These forms are used to collect required information about the provider, to prepare form 1099s, and to issue checks. The W-9 and Contractor forms can be found on the Business Services webpage and the Worker Classification Worksheet can be found under the HR Teams site. Payments to Wittenberg employees and students require a Payment Request form but generally DO NOT require a Contract, Worker Classification Worksheet, or W-9.

Routing:

- For Stipends only:** Route completed and approved Payment Request form, Contract if applicable, Worker Classification Worksheet if applicable, W-9 if applicable, and all required documentation (see the Documentation section below), to Kori Frank, Executive Assistant Finance & Business Office, frankk@wittenberg.edu.
- For all other payment requests:** Route to Accounts Payable at payables@wittenberg.edu.

IMPORTANT NOTE: Forms submitted without appropriate signatures and backup documentation will be returned to the sender.

Documentation: For audit purposes, all requests require documentation to support the payment. Examples include an invoice or contract, a special agreement, a grant approval page, expense detail (who, why, etc.) and other applicable backup information relative to the request. If backup/documentation is required to be sent with the payment (i.e. a copy of the invoice), please attach the copy and identify it by writing “please remit copy with payment”.

Mailing address and/or special handling instructions – complete only if applicable to request.

- Accounts Payable requests are due by the end of business each Tuesday. Checks will be processed Friday afternoon. Please limit requests to pick up checks to time constrained situations only.
- Employee stipend payment requests will be processed with the individual’s next scheduled payroll, if received by the payroll deadline. Please check the payroll schedule on the [Payroll webpage](#).

Required Signatures

Wittenberg University - Approval Hierarchy <i>(obtain all required signatures based on transaction amount)</i>			
Transaction Amount	Required Approver	Required Approver	Required Approver
\$250,001 - above	VPFA	President	Board of Directors
\$100,000 - \$249,999	VPFA	President	
\$25,000 - \$99,999	VPFA		
\$10,001 - \$24,999	1 Level Subordinate to the President		
\$0 - \$10,000	Administrative Staff/Faculty 1 Level Subordinate to the President's Direct Reports		Note: If stipend also requires VPFA

VPFA = Vice President for Finance and Administration