

Payment Request Form

This form is to be used in lieu of an invoice for certain services such as an honorarium payment (person must be set up in Workday as a Supplier), departmental awards, stipends, or other approved services rendered by individuals. This form is **not** to be used when requesting payment to a company: companies are required to provide Simmons with an invoice for services rendered. Please call the accounts payable department (extension 2006) if you have questions.

For an honorarium, submit this form in Workday only after services are satisfactorily completed. Additional documentation may be required with submission. Do not use this form for payment to a Simmons University employee. Please check with Payroll prior to completing this form when requesting payment to a student who has provided services to your department. Contact the accounts payable department for guidance regarding exceptions for using this form.

Please complete the following fields:

Pay to:

Street:

City, state, zip code:

Amount:

Student ID number (never include a social security number):

Date and description of services or reason for payment:

Requestor name and department:

Cost Center, Spend Category, and related worktags:

All check payments are mailed; terms are net 45 from service date