



REQUISITION

Rvsd: 2.27.20

Business Office

Questions? Email them
to: BusinessOffice@kzoo.edu

Today's Date: _____ Date Needed: _____

- **Please allow 1 week for processing. Incomplete or missing account numbers, signatures and documentation will delay processing.**
- **See Purchasing Policies on the Business Office website for a complete list of College purchasing policies.**

Payee or Vendor: _____ ID# _____

- **A Federal W-9 form is required for all vendors/payees. Please contact the Business Office to confirm if a W-9 is already on file.**

Complete Address: _____
Street Address City, State, and Zip

ROUTING: Payments will be sent via USPS unless otherwise noted Hold for pick up in the Business Office

Send via Campus Mail to: _____ Call for pick up PHONE #: _____

- **The Business Office cannot issue paper checks for Payees that are enrolled in direct deposit for Accounts Payable.**

Account Name	Fund	Fct	Unit	Object	Project*	Amount

*If you have established a project with the Business Office, include your project number to ensure that the payment is recorded correctly.

- **Charges to academic department accounts over \$250 require approval from the Provost's office. Please route your requisition to the Provost's office and they will forward it on to the Business Office. Allow additional time for processing.**

Requisition Type (check one)

Purchase Order

Check Request

Event/Travel **Advance** – STAFF

Honorarium

Documentation required - please email questions to BusinessOffice@kzoo.eduProvide a description of the items requested on this form or attach a description. POs can be requested electronically by sending an email to BusinessOffice@kzoo.edu

For expenses that do not have an invoice (i.e. membership fees, deposits, subscriptions). Include supporting documentation for the amount and business purpose of the expense.

Travel/Event dates, business purpose, location. Advances must be cleared with 30 days of the event or travel date by completing a Expense Form.

Services performed, event name and date (staff and students of the College cannot be paid an honorarium)

The payment types below cannot be processed on the Requisition Form

Reimbursement – TRAVEL

Use the **Expense Reimbursement Form** found on the Business Office website.

Stipend Payment – STAFF

Use the **Stipend Payment Request Form** found on the Business Office website under All Forms. Stipends are paid through Payroll, not Accounts Payable.

Stipend Payment – STUDENT

Use the **Student Stipend Payment Form** found on the Business Office website under All Forms.

Payment of an invoice

Do not attach this form to an invoice. Record your account number, required documentation, and signature directly on the invoice.

Description (see above for required documentation)	Amount

Total:

Date

Approving Signature