

# Oswego College Foundation

## Request for Payment

### Instructions- Please Read

Checks are written every Monday (except Holidays) and are ready for pick up on Thursday. Please attach original invoice/receipt & complete all information on this form or request will be returned to you, resulting in a delaying in issuing the check. If the payee is the same person as the authorizing official, a counter-signature is necessary. Attach a Contract for Service or Original Invoice/Receipt from an individual or corporation providing services/goods or non-employee compensation for services. Additionally, please provide a W-9 form, completed and signed, for any non-employee compensation. W-9 Form can be found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Please send to: [ocf.finance@oswego.edu](mailto:ocf.finance@oswego.edu)

ALL INFORMATION MUST BE FILLED IN & ORIGINAL RECEIPTS ATTACHED BEFORE CHECK IS ISSUED

Date-- Invoice No.-- Phone No.--

Prepared By-- Campus Address--

Account Name-- Account No.-- Amount to be Paid--

Make Check Payable to:

Payee Address:

DETAILED Reason for Expenditure:

- Check should be:**
- Mailed Directly to Payee
  - Returned to Preparer  
Address \_\_\_\_\_
  - Held for Pick up at 219 Sheldon Hall  
Call when ready: Name \_\_\_\_\_  
Phone \_\_\_\_\_

Account Signatory \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name \_\_\_\_\_ Date \_\_\_\_\_