



I Want To Pay Someone Form

For timely payment, please submit this form a minimum of two weeks prior to the date of the service provided by the payee.

For **FOREIGN VISITORS** please see Gayle Boethling at least **2 months** prior to the visit.

Date this form was submitted: _____

Faculty Sponsor: _____

Payee Name: _____

male

female

Payee email: _____

Payee Address: _____

City: _____ State: _____ Zip: _____

Is the payee a CU Employee? **yes** **no** **don't know**

If yes or don't know, please provide last 4 digits of their social security number: _____

Is the payee a CU Student? **yes** **no** **don't know**

If yes, please provide the student's Student ID number: _____

Work begin/end dates and times: _____

Detailed Description of Work: _____

Where is the money coming from? _____

Speedtype (if you know it): _____

Fee/Honorarium Amount: _____

Lodging? _____

Airfare? _____

For Office Use Only

Vendor ID: _____ Vendor Name: _____

CU W-9

Invite payee to register through CU Marketplace.
Needed if payee is not already an active vendor (“open for ordering”) in the system.

Date payee invited to register: _____

SOW/HNR/PV

Date sent to payee: _____

Method sent to payee: email mail fax

Follow up date: _____

Date sent to HR: _____

Date approved form returned from HR: _____

Date rejected by HR and action: _____

LODGING

Amount: _____

Reservation made by: _____

Hotel? _____

Payment Method: _____

Date of Payment: _____