



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. Payment may take up to six weeks.

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

Date this form was submitted: _____

Faculty Sponsor: _____

Payee Name: _____ Phone #: _____

Payee email: _____

Payee Address: _____

City: _____ State: _____ Zip: _____

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

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: _____

Note: Payment will not be made until after the work has been completed.

Detailed Description of Work: _____

Where is the money coming from (Speedtype)? _____

Fee/Honorarium Amount: _____

Lodging? _____ Airfare? _____

Mileage? _____ Per Diem? _____