

Payment Request Checklist

Student Engagement & Programs Administration - Business Services

Updated October 2021

Speedtype can be used to pay a non-employee, company or by reimbursement with an approved allocated budget

What needs to be submitted to process a payment request

Non-Employee Packet

- Payment Request Form
- Invoice
- Service Provider Classification Worksheet (SPCW)
- W9 or Vendor Profile Form
- Copy of program, flyer or advertisement
- Payment Request Form Signatures

Company Packet

- Payment Request Form
- Invoice (not a Quote), Packing Slip, Receipt/Delivery Confirmation, artwork proof
- W9 or Vendor Profile Form
- Late or cash memo (if needed)
- Proof of Payment (receipts, bank statement, invoice, packing slip, receipt/delivery confirmation, artwork proof)
- Flyer, advertisement, sign-in sheet
- Payment Request Form Signatures

Reimbursements Packet

- Payment Request Form
- Proof of Payment (receipts, bank statement, invoice, packing slip, receipt/delivery confirmation, artwork proof)
- Flyer, advertisement, sign-in sheet
- Late memo, cash memo, Non-GSU address delivery memo (if needed)
- Payment Request Form Signatures

Note:

*******If the organization was approved for travel, please contact Latisha Barnes (lbenoit@gsu.edu) at least 60 days in advance **PRIOR** to making travel plans*******