



Payment Request Form

Please refer to the "Request for Payment and Reimbursements" sections of the Student Organization EQUIP Handbook to learn more about policies and procedures regarding requests for payment.

Type of Payment:Date:

- Payment to a company for goods or services (*company invoice and, if applicable, Artist Contract must be attached*)
- Membership fees or subscription (*an invoice must be attached or contact Wendy Coley in Student Life with the affiliated web site*)
- Travel expenses: accommodations, registration fees, etc. (*Intent to Travel Form must be attached*)
- Reimbursement to an individual (*original, itemized receipt(s) must be attached*)

Payee Information:Name of Individual/Vendor: Phone: Student email address: CPCCLife ID # (if applicable): If you are a CPCCLife student, do you have a Higher One Account? YES NOInvoice/Account Number with Vendor (if applicable): Is this a previously paid individual or vendor that is listed in e-procurement? YES* NO *Date of most recent payment (mm/yy): **Mailing Address:**Street Address: City: State: Zip Code: **Payer Information:**Name of Student Organization(s): Purpose of Payment: **Account Assignment:**

Contact Wendy O'Neil or Jennifer Conway in Student Life at 704-330-6584 or clubs@cpcc.edu with questions about accounts.

Date Payment is Needed (mm/dd/yy): Account Number: Amount Requested: \$ Account Number: Amount Requested: \$ **TOTAL Amount Requested:** \$ **Required Approvals:**Advisor Signature: Student Officer Signature: **STUDENT LIFE USE ONLY** Approved DeniedDate: