

Please Type or Print Legibly

MASSACHUSETTS INSTITUTE OF TECHNOLOGY
CONTROLLER'S OFFICE
REQUEST FOR PAYMENT

U.S. CITIZEN
OR
RESIDENT ALIEN

YES NO IF NO, TYPE OF VISA _____
COUNTRY OF CITIZENSHIP: _____

Date _____
MO. DAY YEAR

ACCOUNTING OFFICE USE ONLY	MAKE CHECK PAYABLE TO:	Purchase Order #	DATE OF SERVICE OR RECEIPT OF GOODS IF DIFFERENT THAN DATE ABOVE.
		ACP ID NO	PAYEE NAME

INFORMATION TO BE INSERTED ON CHECK STUB

CHARGE INFORMATION

_____ \$ _____
COST OBJECT G/L ACCOUNT AMOUNT

M.I.T. EMPLOYEE	SOCIAL SECURITY OR IRS ACCOUNT NO.	ACCOUNTING OFFICE USE ONLY
<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	1099 CODE _____

COST OBJECT TITLE _____

PAYEE ADDRESS

FIRST LINE OF ADDRESS OR MIT ROOM NO.

SECOND LINE OF ADDRESS
CITY THIRD LINE OF ADDRESS
STATE FOURTH LINE OF ADDRESS ZIP CODE

***Explanation of Payment:**

CHECK DISTRIBUTION

MAIL TO PAYEE
RETURN TO:

ROOM NO.

APPROVED:

Name (DEPT OR PROJECT) EXTENSION PURCHASING AGENT P.O. REQUIRED OSP ACCOUNTING
___ Yes ___ No

*Include in explanation: description, date rendered, rate of payment. If payment is for meeting expenses see "Use of this Form", number VII, on page 2.

Please send signed originals and any receipts or other documents which support this payment to: Accounts Payable NE49-4064

Yellow Voucher (Request for Payment)

Use of this Form

- I) Reimbursement for out-of pocket expenses, for materials and services* when use of a purchase order or travel voucher is not possible, and when the use of petty cash is not feasible. Receipts or other documentation must be attached to this request.

- II) Requesting payment to a supplier under a current purchase order when a normal invoice is inappropriate (e.g., to request an advance payment to accompany a purchase order).

- III) Purchase of postage stamps and postage meter charges.

- IV) Payment of registration fees, dues and subscriptions when allowable.

- V) Payment of lecture fees or honoraria when allowable.

- VI) Payment to human subjects in connection with approved experiments when allowable.

- VII) If payment is for meeting expenses (food and or beverages) please explain: purpose of meeting; attendees; and attach a copy of the agenda, if any.

*Yellow vouchers (Request for Payment) are not intended for reimbursement of services of individuals (except as noted in V and VI above). Any other services must be reimbursed by invoices against purchase orders or by green payroll vouchers.