

**Williams College - Controller's Office  
Request for Payment/Reimbursement Form**

**Use this Form when:**

Making payments for Honorariums, Non-Employee Stipends, Petty Cash or Personal Reimbursements.  
Making payments to Vendors when an invoice is **NOT** applicable. (honorarium, stipend)

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**Vendor Legal Name:**

**Tax ID Number:** (req'd for pymt of services, stipends,  
honorariums)

**Address:** (req'd for all Vendors)**Vendor Classification:**

Williams Employee

Williams Student

Other

**Special Handling:**

Enclosure

Pickup

**Description:** (max. 30 characters) used in lieu of invoice number, will appear on check stub

<b>PS ACCOUNT</b> (6)	<b>FUND</b> (3)	<b>DEPT ID</b> (7)	<b>PROJ/GRNT</b> (6)	<b>BILLING DATE</b> (mm/dd/yy)	<b>AMOUNT</b> (insert a decimal)
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Item Description: (max. 30 characters) will appear on financial report only

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Total U.S. Dollar Amount of Voucher:

Prepared By: (type/print)

Signature:

Authorized By: (type/print)

Signature: