

UNIVERSITY OF CALIFORNIA, SAN DIEGO

PAYMENT REQUEST
(Non-Payroll)

Payment to be Issued to & Mailing Address:		Date of Request:	<i>Disbursements Use Only</i> <i>Document Number</i>	
Social Security Number/ Federal Employer Identification Number		For all payments to individuals or partnerships for rents, royalties, interest, fellowships, personal services, etc. that are subject to income tax reporting, complete the section below.		
Home Address if Different From Mailing Address				
		Resident of California? Yes <input type="checkbox"/> No <input type="checkbox"/>		
		If alien, country of residence:		Visa Status:
Is Payee a U.C. Employee? Yes <input type="checkbox"/> No <input type="checkbox"/>		Disbursements Use Only		
Check Here if Employee Without Salary <input type="checkbox"/>		Special Approvals		
Explanation of Payment (UC Purchase Order No., if applicable _____):				Amount:
				Tax Amount: (if applicable)
				Total:
DEPARTMENT NAME		PREPARED BY		EXT.
				MAIL CODE
				APPROVED BY (Authorized Signature)
INDEX	FUND	ACCOUNT	REFERENCE #	AMOUNT
FOR DISBURSEMENTS USE ONLY		1099 IND.:		TAX CODE: