

STUDENT INFORMATION

Date: _____
 Student Name: _____ Student ID: _____
 Street Address: _____ Telephone No.: _____
 _____ Email Address: _____
 City, State, Zip: _____

TYPE OF PAYMENT (Select One)

- Student Awards SPARK Grant University Support for Student Expenses
 Student Reimbursement Purchase of Goods/Services from Student (Remit Form to Payroll)

If Reimbursing For Student Travel (Must Select One)

- Student travel expenses incurred for student's own professional development/purposes. Student travel expenses incurred while representing and for the benefit of Nazareth University.

IMPORTANT: According to current tax laws, there may be tax implications related to the payment you will be receiving.

By law, Nazareth University must report to the Internal Revenue Service the value of certain types of support or payments you receive over the period of a calendar year. By signing and dating this form, you affirm your understanding of the tax information above and you assert that you have received a copy for your records. You will receive any applicable tax forms from the university at the end of the calendar year.

Student Name (print): _____
 Student Signature (required): _____ Date: _____

PAYMENT INFORMATION

Total Amount: _____ Mail Check
 Account No: _____ Amount: _____ Forward to: _____
 Account No: _____ Amount: _____
 Explanation: _____

IMPORTANT: Original receipts or other supporting documentation to verify the amount requested are required to process payment.

APPROVER INFORMATION

Check to confirm a copy of this form has been sent to Financial Aid (if applicable)
 Requestor Name (print): _____ Phone Extension: _____
 Requestor Signature: _____ Date: _____
 Department Head Name (print): _____ Phone Extension: _____
 Department Head Signature: _____ Date: _____

CONTROLLER'S OFFICE USE ONLY

Controller/Director of Accounts Payable & Payroll: _____ Date: _____

Check Payments

AP Type 01 1099 NEC
 AP Type 01 1099 MISC PRZ
 AP Type 01

Student Payments - ACH

AP Type 05 NOT Taxable
 AP Type 05 1099 NEC
 AP Type 05 1099 MISC PRZ
 AP Type 08 1099 MISC PRZ