Expense Request Form
Carnegie Mellon University Office of Student Activities

PLEASE PRINT OR TYPE CLEARLY

___ **Purchase Order**
   Vendors must be in the Oracle Database prior to requesting a purchase order.
___ **Special Request for a Check**
   ___ HOLD CHECK   ___ TRANSMIT CHECK TO VENDOR
   Vendors must be in the Oracle Database prior to requesting a purchase order.
   All check requests require a 7-10 day processing period.
   Requestor will be notified via email when held checks are available.
___ **Honorarium for Individual**
   ___ HOLD CHECK   ___ TRANSMIT CHECK TO PAYEE
   All check requests require a 7-10 day processing period.
   Requestor will be notified via email when held checks are available.
___ **Reimbursement request for individuals**
   All requests require a 7-10 day processing period.
   Receipts must be taped to a piece of paper.

Required Information (all requests):

Organization Name _____   Amount $_____

Description of Purchase _____

Number of persons participating in event (if applicable) _____

_____   _____   _____   _____
Authorized Signature   Position   Email   Date

_____
Advisor Signature (if required)

For Reimbursement only:

_____   _____   _____   _____
Reimburser Name   Reimburser position   Email   Date

Reimburser Local Address (required)

___Carnegie Mellon Student   ___Carnegie Mellon Employee   ___Neither

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Special Check / Purchase Order / Honorarium Only:

_____   _____
Vendor / Payee Name   Social Security or Tax ID Number

_____
Vendor / Payee Address

___Carnegie Mellon Student   ___Carnegie Mellon Employee   ___Neither

___Independent Contractor/Honorarium Payment Request For Non-Employees **form attached** (must be attached to process).
   or
___Special Service Payment Request for Current Employees **form attached** (must be attached to process).
   If you are a Carnegie Mellon employee, the honorarium will be included in an upcoming paycheck.