

VENDOR/INDEPENDENT CONTRACTOR REQUEST FORM

Today's Date:	Please Circle: External Vendor Invoice Independent Contractor	
Group Name:	Budget Number:	
Student Officer Name:		
E-Mail:	Phone:	
PAYMENTS		
Payable To:		
Description of Service:		
Does the check need to be picked-up directly from Accounts Payable?		Yes No
If yes, why?		

Is this transaction related to a specific event? If so....

Event Name:	
Event Date:	Number of People in Attendance:
Event Location:	
Brief Description of Event:	

<i>Financial Officer Signature:</i>	<i>Total Amount To Be Paid: \$</i>
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TRANSACTION CHECKLIST:

- Is an invoice attached to request?
- If the payment is to an Independent Contractor, is a completed Independent Contractor Form Attached and a completed W-9?
- If the vendor has never been paid from JHU before, is a completed W-9 attached?
- Before submitting a Vendor or Independent Contractor Payment, make sure the Financial Officer is listed on Hopkins Groups, as this authorizes the person to make the payment request.
- All requests **MUST** be signed by a Financial Officer
- A Financial Officer **CANNOT** submit a request to reimburse themselves
- JHU does not reimburse sales tax. Please make sure to use the tax exempt form to avoid this expense
- If you are paying a JHU Student please set up a meeting with SLI Staff 30 days prior to the event

Return to Student Leadership and Involvement Office | Mattin Center, Room 131
 Phone- 410-516-4873 | E-Mail- SLandI@jhu.edu | Website-
 Remember to attach original itemized invoices and/or contracts