



NEW YORK UNIVERSITY

BUSINESS PAYMENT FORM

(LAST REVISED MAY 23, 2002)

Form BUS5000
For Accounts Payable Use Only

*When a Purchase Order is not required, use this form to arrange for payment to a business entity with a Federal Tax I.D. number.
(Refer to the Purchasing Web site www.nyu.edu/purchasing.services or the Controller's Division Web site www.nyu.edu/cdy for further information.)*

PAYEE INFORMATION

1. FULL BUSINESS NAME (INCLUDE INC., CORP., LTD., ETC.)		For Accounts Payable Use Only	
2. ADDRESS		VENDOR NUMBER	
3. FEDERAL TAX ID NUMBER		5. ENCLOSURE TO BE MAILED WITH CHECK <input type="checkbox"/> YES <i>(Extra copy of invoice must be attached.)</i>	
4. DEPARTMENT TO BE CHARGED		6. HOLD FOR PICK-UP? <input type="checkbox"/> YES <i>(For extra ordinary circumstances only. Print name and telephone number.)</i>	

EXPENSE/ACCOUNT DETAILS

7. INVOICE NUMBER (up to 12 char.) OR DESCRIPTION (6 char./digits) & SERVICE DATE (SEE INSTRUCTIONS)	8. INVOICE DATE OR DEPARTMENT PROCESS DATE	9. AMOUNT	10. CHARTFIELD					TAX CODE
			ACCOUNT	FUND	ORG/DEPT	PROGRAM	PROJECT	
		\$						
TOTAL AMOUNT		\$						

11. TOTAL AMOUNT REQUESTED (IN WORDS)
12. DESCRIBE FULLY THE NATURE OF THE PAYMENT <i>(Description will not appear on the check)</i>

13. SIGNATURES/APPROVALS

CONTACT PERSON	CONTACT PERSON'S EMAIL ADDRESS	TEL. NUMBER	DATE
NAME OF APPROVER	SIGNATURE OF APPROVER	TEL. NUMBER	DATE