



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
		VENDOR NUMBER
2. ADDRESS		5. ENCLOSURE TO BE MAILED WITH CHECK <input type="checkbox"/> YES <i>(Extra copy of invoice must be attached.)</i>
3. FEDERAL TAX ID NUMBER	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