

EXAMPLE NEW CCRI PAYMENT ORDER FORM FOR AGENCY ACCOUNTS

(1) Mail Payment
 Pick Up
 College Credit Card: Dean Christine Jenkins (Name of Credit Card)
 No. OSL 002

**Community College of Rhode Island
Payment Order**

(2) Lincoln
 Newport
 Providence
 Warwick
 (20) Date: 11/13/2012

(3) Fund Name: Student Government

(4) Vendor Name: W.B. Mason
 (9) Banner Vendor No. _____

(5) C/O: Sara Jani
 (10) Purpose: Stapler, Pens, Paper, Laminator

(6) Street: 100 Spooner St.

(7) City/Town: Quonset

(8) State: RI Zip Code: 02910

(11) Banner Fund No. 84W999
 (12) Banner Account Code 714030
 (13) Amount \$ 56.29

I (We) hereby authorize payment:

(14) 1. _____
 (15) 2. _____
 (16) 3. _____
 (17) 4. _____

Student Rep/Other Agent
 Advisor/Authorized Agent
 Dean/Department Approval
 Accounting

(18) 5. _____
 Special Authorization (i.e. IT Department Approval)

A W-9 Form must be attached to the initial payment order for all new vendors.
 The original copy of the vendor invoice must be attached to the payment order. Keep a copy for your records.

(19) Date Paid: _____
 Check No: _____
 Banner Invoice No: _____

1. Indicate for mail, pick up (at the Bursar's Office) or to be or paid on a college credit card purchase.
2. Choose your campus.
3. Fund Name as listed in our Banner system (usually club/organization name)
4. Name of the Vendor for who the payment is being issued to.
5. C/O stands for "Care of". For a specific person who should be receiving the payment.
- 6-8. The address of the vendor or where it should be mailed. Please note, that even though the payment may not be mailed, an address is still required.
9. Please leave this blank for accounting to fill in.
10. Describe EXACTLY the purpose of the payment. Payment orders will not be processed if a sufficient description is not provided. Attach a letter if not enough space to describe.
11. Banner Fund number of your club/organization.
12. List the Banner Account code (Ex. 714030: Office Expenses)
13. The exact amount that the payment order is for.

14. (Line 1): Signature of an Officer of the club/organization or other representative of the agency account
15. (Line 2): Signature of the club/organization Advisor or representative of agency account.
16. (Line 3): Signature of the campus Associate Dean of Student Life.
(You do not need to have this signed prior to handing it in to the Office of Student Life)
17. (Line 4): Accounting line is for the Controller's office to approve the payment order to be processed.
(You do not need to have this signed prior to handing it in to the Office of Student Life)