



Web Invoice # _____

Web Invoice Total \$ _____

FE Project ID# **020007** Project Description **Neuroscience Institute Fund**

Foundation Disbursement Request

Vendor Information

Payee Name: (Please Print)

Payee Remittance/Home Address: **Check if new**

GSU Employee (yes/no): YES

Panther ID # for Employees / Students: **001-09-3487**

Social Security Number/EIN/TIN for Non-GSU Employees / Students: On File

W9 or W-8BEN (Foreign) Tax Form is Required (if not already on file) for all vendors

REQUIRED FOR INDIVIDUALS - Residency Status for Tax Purposes: Is payee a US Citizen or Permanent Resident Alien (Green Card Holder)?

YES - If YES, submit the Request for Disbursement to the Foundation once completed and approved.

NO - If NO, complete the required information on the **Glacier Tax Analysis System** on the web. Payment from GSU Foundation funds must be processed through a Grants & Contracts Project (#GFxxxxxxx) that is sponsored by the Foundation in order to be in compliance with the IRS regulations concerning payment to foreign nationals or foreign companies.

Please reference the **Foreign National Tax Analysis and Payment Guide** located on the University's website:

<http://www2.gsu.edu/~wwwfas/FinancialOperation/ForeignNationalTaxAnalysisandPayments.pdf> for instructions and contact information.

Expense Certification – MUST BE COMPLETED BY PAYEE IF PAYEE IS NOT A CORPORATION\COMPANY

I certify that I have not received reimbursement from another source(s) for any expenses/services claimed. In the event payment is received from another source(s) for any portion of the expenses/services claimed, I assume responsibility for repaying GSU Foundation in full for those expenses.

Signature of Payee:

Date:

Chair / Director Approval:

Date:

Original receipts and/or invoices must be attached for reimbursement. No reimbursement will be made for expenses supported by photocopies, estimates or approximations. Incomplete and unapproved requests will be returned and a delay in payment will occur.

Submit to GSU Foundation: 1 Park Place South, Suite 533 (404) 413-3430
P. O. Box 3963, Atlanta, GA 30302-3963