



Web Invoice # _____

Web Invoice Total \$ _____

FE Project ID# _____ Foundation Project Name _____

Foundation Disbursement Request

Vendor Information

Payee Name: (Please Print)

Payee Remittance/Home Address: **Check if new****GSU Employee? (yes/no):** _____ **Panther ID # for Employees / Students:** _____**Do GSU employees have a relationship, financial or otherwise, with the Service Provider/Business/Payee? (yes/no):** _____

Invoice # _____ /Date: _____ Event Date & Location _____

Business purpose/expense detail:**REQUIRED FOR INDIVIDUALS - Residency Status for Tax Purposes:** Is payee a US Citizen or Permanent Resident Alien **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 or Unit Requestor: _____

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 – Atlanta, GA 30303 - (404) 413-3443

P. O. Box 3963, Atlanta, GA 30302-3963