



This form must be submitted in Emburse invoice for payment processing.

POLICY: Recurring payables can only be used if each payment submission matches the initial recurring payment. All due amounts must be identical, and payments must occur consecutively without skipped months. The accounting distribution must remain the same for all months due. Subsequent payments will be scheduled on the same day of each month. Recurring disbursement requests must be received by the Accounts Payable department at least five working days prior to the due date. To cancel recurring payments, promptly contact Accounts Payable at sdsurfap@sdsu.edu.

VENDOR INFORMATION

Payee's Legal Name: _____ Red / SDSU ID: _____

SDSU Email Address: _____

Other Email Address: _____ Encumbrance: _____

Reason for Payment: _____

Is the payee a U.S. citizen or resident? YES NO

Is the payee a California resident? YES NO

Note: SDSURF may be required to withhold federal and/or California income tax from all payments.

Payment Coverage Period From: _____ To: _____

PAYMENT SCHEDULE

Amount _____

Number of Payments _____

Frequency _____

First Payment Issue Date* _____

Final Payment Issue Date _____

*Payments that fall on a weekend or holiday will be processed for the next business day.

The project signatory to this document hereby certifies that payments on this document do not represent payment for teaching, research, or any other services performed in an employee/employer relationship. Furthermore, if any of these recipients are employees of either SDSU Research Foundation or the University, I have attached an addendum that identifies these individuals and explains the reason why they are both an employee and scholarship/fellowship recipient simultaneously. In addition, each recipient has been notified of the potential tax liability for any amount in excess of the documented costs of his/her tuition, fees, books, supplies, and /or equipment required for courses of instruction.

ALL SIGNATURE AUTHORITY APPROVALS WILL BE DONE THROUGH EMBURSE