

Submitted By (GSC)

Financial Office Use

**Tufts University
AS&E Graduate Student Council**

Direct Vendor Payment Form

This form *must be accompanied by the original invoices* for every expenditure listed, *in addition to a W-9 form from the vendor if not on file* (please contact the GSC Treasurer to verify). This form (and the accompanying W-9, if applicable) must be turned in to the GSC Treasurer *no later than 3 weeks before the date of the event*.

No late forms will be accepted.

Graduate Student Organization or Individual Information

Organization Name: _____
Event Description: _____
Date of Event: _____

Vendor Information

Vendor Name: _____

Circle One: Business / Corporation / Individual

Permanent Address: _____

City, State, Zip Code: _____

Permanent Phone: _____

SSN/Tax ID: Vendor must submit directly to Financial Office. Please contact the GSC Treasurer at gsc-treasurer@tufts.edu for details.

Total Amount: \$ _____

Services Rendered: _____

Special Instructions: _____

(Send to vendor, hold for pickup, etc.)

Submitted by: _____
Name Signature/Date

Authorized by: _____
GSC Officer (Name, Title) Signature/Date