



## EXTERNAL PAYMENT REQUEST SUBMISSION PROCEDURE

- Payments can be processed electronically or by check. For quicker payments, please request an electronic payment. If the vendor requires a check, please check the box on the form indicating this, and FBSC will mail the check once it is ready.
- If the vendor/payee is receiving payment from the Brooklyn College Foundation for the first time, please give the vendor the BCF sales tax exemption number and include a completed W-9 form. Please note that a W-9 form is not required for reimbursements. If you are paying a new vendor/payee electronically, an ePayment request form must be filled out.
- Please complete the payment request form in its entirety. All fields are required.
- Before signing a payment request, fund signatories should ensure that the account has enough funds.
- Please attach the original invoice/payment documentation to this form. For grant funds, attach the grant budget and relate the expense to a budget line item.
- Requests for payments of less than \$2,500 must be signed by **one** primary fund signatory. They are those responsible for a BCF gift or grant administration agreement.
- Requests for payments of \$2,500 or more must also be signed by a secondary fund signatory. This fund signatory includes the relevant Academic Dean, Associate Provost, Provost, and College President or Vice President. If the Dean is the primary authorized signatory, the Provost will be the secondary authorized signatory.
- The intended recipient of a payment **cannot** sign their own payment request. The request must be signed by the relevant signatory.
- Submit completed payment request form and supporting documentation to the Fiscal and Business Services Center (located in room 1146 Boylan Hall) by email at [FBSC@brooklyn.cuny.edu](mailto:FBSC@brooklyn.cuny.edu). If you have any questions, FBSC can be reached by phone at x5241. Please complete this form in full; incomplete forms will be returned and payment delayed.
- Once submitted, payments may take up to one month to process.
- Please be advised that aside from reimbursements, this form may NOT be used to pay Brooklyn College employees. For employee payments, please speak to FBSC.

If you have any questions, please contact Roseanne Caggiano at [Roseanne.Caggiano@brooklyn.cuny.edu](mailto:Roseanne.Caggiano@brooklyn.cuny.edu).