Hello,

When a vendor or individual needs to be paid or reimbursed on a Disbursement Form, please complete, and submit the following to ap@ccsu.edu:

- **Disbursement Form**
- Vendor Invoice (Vendor Invoice Template) for vendors in need of a template)
- All related backup documentation that supports the request. *Please ensure the documentation does not contain Personally Identifiable Information (PII).*
- **IRS Form W-9 Tax ID Verification** – Must be uploaded to this Secure Link for the initial payment and each time the vendor or individual has a change in the form, most often an address change.

Additional information can be found on the Accounts Payable webpage.

If you have any further questions, please contact Accounts Payable at ap@ccsu.edu.

Thank you,