

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,