The City University of New York School of Law
Non-Tax Levy Entity Disbursement Requisition Form

The City University of New York
CUNY SCHOOL OF LAW
Law in the Service of Human Needs

Disbursement Requested From:

☐ Foundation

☐ Student Association

☐ Non-Tax Levy

Date _____

Student Group: _____

Requesting Dept.: Student Affairs

Office #/Phone# _____

Prepared By: _____

Type of Payee _____

Check Payable To _____

Address _____

City, State Zip _____

☐ **W-9 on File** **TIN/EIN** _____

☐ Mail Check to Payee

☐ Dept. pick up   Ext # _____

☐ Other _____

Disbursement Purpose	Amount
Total:	

Please explain if the Total is different from the Pay Amount. (attach a separate sheet)

Original invoices, receipts and any supporting documents <u>must</u> be submitted with **Pay This Amount:** this requisition to: **Financial Services Office, 5-108**

I HEREBY CERTIFY: That the attached invoices is (are) correct and that the articles specified thereon have been received. or that the repairs, services, supplies, materials and equipment herein specified have been furnished for the sole benefit of CUNY Law School and are satisfactory and in accordance with specifications and that they have not heretofore been approved for payment.

_____   _____
Requestor Signature   Date   Authorized Signature   Date

_____   _____
Requestor Name and Title   Authorized Name and Title(**signature card on file**)

Financial Services Office Only

FundEz Chartfields		
Business Unit	**Account**	**Department**
Program Fund	**CUNYfirst Account**	**Optional**

Examined By	
Date Entered	
Amount	
Check Number	
Check Date	
Mailed Date	

Reviewed By _____

Date Reviewed _____

Approved By _____

Date Approved _____

For Student Payments only:

☐ Bursar Validate _____
                              Bursar Signature & Date

Comments: _____

_____