


Who We Pay




Employees

Students

Non-
Employees

Vendors

Who We Pay (*con't*)



Employees	<ul style="list-style-type: none">• Payroll• Service In Excess• Emburse Reimbursement
Students	<ul style="list-style-type: none">• Research/Teaching Assistantships• Undergrad/Grad Hourly• Financial Aid/Student Account
Non-Employees	<ul style="list-style-type: none">• Estimate/Invoice• Honorarium (<i>up to \$5,000</i>)• Participant Support Costs (<i>federal grants</i>)

Vendors




Individuals

Corporation
or
Non-Profit

Government
Entity

Vendor Information Form

This form is required to be completed to process any type of payment to a Vendor.

 UNIVERSITY OF ILLINOIS SYSTEM University Payables Use Only:
Banner Vendor Number

UI Department Requesting Information

Today's Date

U of I Department name

Contact Person

Phone Number Email

Campus ☐ Chicago ☐ Springfield ☐ Urbana/Champaign

Transaction ☐ Purchase Order ☐ TEM

Add to iBuy ☐ Yes ☐ No

☐ New Vendor ☐ Update Existing Vendor

Types of Goods and Services Provided

☐ Goods ☐ Services ☐ Attorney ☐ Royalties ☐ Medical

☐ Other Please Describe:

Vendor Information Form

The Vendor Information Form is the University of Illinois substitute for the Federal W9 form and is considered a legal document. Forms must be completed and signed by the individual/entity in order to receive payment. If you need help, e-mail us at uivendor@uillinois.edu or phone 217-333-6583.

Vendors please complete the information in steps 1 through 3:
Additional form information and explanations at end of the form.

Step 1 -- Tax information

Name of Individual or Business Name (if sole proprietor, please list name of owner and name of business.)

If completing form as an Individual, provide birth date: Gender ☐ Male ☐ Female

Taxpayer Identification Number

Enter Social Security Number(SSN), Federal Employer ID Number(FEIN) or Individual Taxpayer Identification Number (ITIN) (if Applicable), associated with the above name

Is this business a disregarded entity for tax purposes? ☐ Yes ☐ No

Enter Social Security Number(SSN), Federal Employer ID Number(FEIN) or Individual Taxpayer Identification Number (ITIN) (if Applicable), used for federal tax reporting purposes

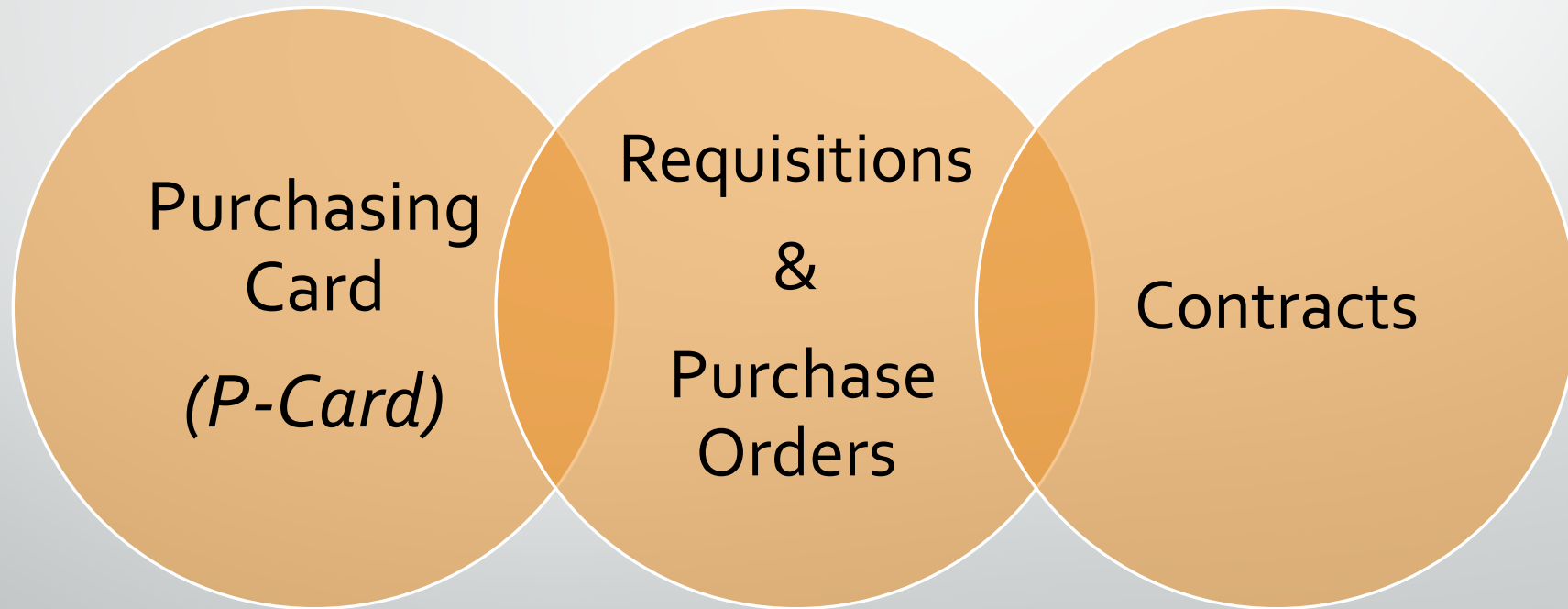
Parent Company Name (if different than above)

Please mark all boxes that apply:

<input type="checkbox"/> Individual	<input type="checkbox"/> Corporation/Incorporated (TC)	<input type="checkbox"/> Med Health Care Services Provider (TM)
<input type="checkbox"/> Sole Proprietor (TI)	<input type="checkbox"/> Corporation LLC (TL/TC)	<input type="checkbox"/> Real Estate Agent (TR)
<input type="checkbox"/> Sole Proprietor LLC (TL/TI)	<input type="checkbox"/> Government Entity (TG)	<input type="checkbox"/> Attorney (AT)
<input type="checkbox"/> Partnership (TP)	<input type="checkbox"/> Not-for-Profit Corporation (TN)	<input type="checkbox"/> Trust or Estate (TT)
<input type="checkbox"/> LLC Partnership (TL/TP)	<input type="checkbox"/> Tax Exempt Organization (TE)	
<input type="checkbox"/> S-Corp/Solely Owned Corporation (TC)		

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How We Pay



Purchasing Card (P-Card)



Most
purchases up
to \$7,500

Restricted
Purchases

Purchasing Card (P-Card)

Most
purchase up
to \$7,500

Books

Supplies

Small Equipment

Purchasing Card (P-Card)

Conference Fees

Memberships

Electronic Services

Software Purchases

**Restricted
Purchases**

Software and Electronic Services Purchased by P-Card



UNIVERSITY OF ILLINOIS SYSTEM

Software and Electronic Services Purchased by PCard

Before purchasing Software or Electronic Services with a PCard, complete this form to determine if the purchase qualifies as a PCard transaction. If so, your unit must file and retain this form with other backup documentation required for your PCard purchase.

For additional information on purchasing Software or Electronic Services, see Section 7.2 - [Purchase of Goods and Services](#), Computer Software and Electronic Services. For information on public and/or sensitive data, see <https://go.uillinois.edu/dataclassification>.

This online form
must be completed
and approved **PRIOR**
to the purchase.

P-Card Exception Request

To request **PRIOR** approval to use a card for a justified expense that is prohibited by policy or exceeds cardholder limits.

UNIVERSITY OF ILLINOIS SYSTEM **P-Card Exception Request**

Note: Exceptions may only be considered for review prior to the purchase/transaction being transacted. Post purchase exception requests will not be processed.

Instructions:
The original form must be completed and forwarded to the Department Card Manager (DCM) for processing and retention. The DCM will scan and email to cco@uillinois.edu the completed form to UPAY Card Services for processing.

For questions please call UPAY Customer Services at 217-333-6583 or 888-872-9953.

Date Org Code:

Department Name

Department Contact

Campus Address

City State Zip Code Mail Code

Phone Number Fax Number Email

Provide a description of the P-Card exception that is being requested. Include as much information as possible including the type of purchase, the amount and the reason that the exception is needed. Attach an additional sheet for comments and backup documentation if needed. (Field length is limited to the visible area - approximately 1500 characters.)

Approvals: (Approval of the Department Head is required for all exception requests.)

Cardholder UIN

Name (Print) Signature Date

Department Card Manager UIN

Name (Print) Signature Date

Department Head UIN

Name (Print) Signature Date

OBFS Approvals (OBFS use only)

OBFS Name (Print) Signature Date

OBFS Name (Print) Signature Date

OBFS Name (Print) Signature Date

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UPAY Card services requests at least 10 business days to process and/or route the exception to the appropriate unit for review

Receipts must include:

Date of
purchase

Vendor
Information

Description
of purchase

Total

ABC, Inc.

Address: 1234 Lorem Ipsum, Dolor
Tel: 123-456-7890

Date: 01-01-2018 10:35

Lorem	6.50
Ipsum	7.50
Lorem Ipsum	48.00
Lorem	9.30
Lorem I	11.90
Ipsum	1.20
Lorem Ipsum	0.40

AMOUNT 84.80

Sub-total	76.80
Sales Tax	8.00
Balance	84.80



General Purchasing Reminders



Submit timely receipts for P-Card purchases



Submit timely receipts for reimbursements (not to exceed \$500).



All purchases with University Funds *MUST* have a justification on how the purchase benefits the University.