

Submitted By (GSC)

Financial Office Use

**Tufts University  
AS&E Graduate Student Council**

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**Direct Vendor Payment Form**

This form ***must be accompanied by the original invoices*** for every expenditure listed, ***in addition to a W-9 form from the vendor if not on file*** (please contact the GSC Treasurer to verify). This form (and the accompanying W-9, if applicable) must be turned in to the GSC Treasurer ***no later than 3 weeks before the date of the event.***

***No late forms will be accepted.***

Graduate Student Organization or Individual Information

Organization Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Vendor Information

Vendor Name: \_\_\_\_\_

Circle One: Business / Corporation / Individual

Permanent Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Permanent Phone: \_\_\_\_\_

SSN/Tax ID: \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_

Services Rendered: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

*(Send to vendor, hold for pickup, etc.)*

Submitted by: \_\_\_\_\_  
Name Signature/Date

Authorized by: \_\_\_\_\_  
GSC Officer (Name, Title) Signature/Date