

# Payment Request—Misc. (Non-Payroll)

Form U5-8(10/2018)

MAKE PAYABLE TO: Last Name, First, MI. Mailing Address Undergrad Name Address to send paper check to Perm # 123456789				SPECIAL HANDLING <input type="checkbox"/> PU: Call extension  <input type="checkbox"/> CASH ADVANCE <input type="checkbox"/> FX WIRE/DRAFT		AMOUNT <b>\$454.55</b>  LESS  NET <b>\$454.55</b>		
				CARD HOLDER name if CC bank payment		PO Ref No		
DEPARTMENT NAME Electrical & Computer Engineering			DATE PREPARED 6/20/2019		USE TAX		DEPT Ref No	
NAME OF BUDGET TO BE CHARGED Gift Various				PREPARED BY Adriana Aguirre		EXT. 3716	ACCOUNTING USE ONLY	
Loc	Account	Fund	S	Obj Code	Cost Centr	Cost Type	Project	AMOUNT
8			3	7470				\$454.55
MANDATORY DISCLOSURE FOR ALL REPORTABLE PAYMENTS*							<input type="checkbox"/> or, attach Multiple Distribution Coding Block	
Yes No Answer ALL lines. If "Yes" to any question, see "Form-5" Payment Request Instructions**								
<input type="radio"/> <input checked="" type="radio"/> UC EMPLOYEE? If "Yes", provide justification for non-payroll treatment.								
<input checked="" type="radio"/> <input type="radio"/> UCSB Student? If "Yes", <input checked="" type="radio"/> undergraduate? <input type="radio"/> graduate? <input type="radio"/> non-degree candidate?								
<input type="radio"/> <input checked="" type="radio"/> Independent Service Provider/Consultant? If "Yes", <input type="radio"/> individual/partnership? <input type="radio"/> incorporated entity?								
<input type="radio"/> <input checked="" type="radio"/> California Nonresident? If "Yes", is work performed in California? <input type="radio"/> Yes, <input type="radio"/> No								
<input type="radio"/> <input checked="" type="radio"/> Nonresident Aliens? If "Yes", is worked performed in US? <input type="radio"/> Yes, <input type="radio"/> No								
Taxpayer ID Number		SSN or EIN 123-45-6789		ITIN		(Nonresident alien not eligible for SSN must provide an ITIN to receive benefit of any applicable tax treaty)		
Provide home address if different from mailing address:								
* If Payee doesn't fit any of these categories, please explain relationship to UCSB in "In Payment Of" section **Additional tax forms and tax withholding may be required. Click here for <a href="#">Federal Privacy Act and California State Information Act notices.</a>								
PAYMENT TYPE: <input type="checkbox"/> reimbursement, <input type="checkbox"/> honorarium, <input checked="" type="checkbox"/> student award/grant/support, <input type="checkbox"/> non-student support, <input type="checkbox"/> independent personal service/consulting <input type="checkbox"/> rent, royalty <input type="checkbox"/> settlement <input type="checkbox"/> cash advance <input type="checkbox"/> other, described below								
IN PAYMENT OF: Briefly explain what payment is for, and explain purpose/reason: Best Multidisciplinary Project - 2019 UCSB Engineering Design Expo								
APPROVED BY Authorized signer _____  Robbin Marie Mata Financial Affairs Asst Print Name Title Date				ADDITIONAL APPROVAL BY Authorized signer _____  _____ Print Name Title Date				

**(ACCOUNTING WILL RETURN NON-CONFORMING REQUESTS):**

- PAYMENT REQUEST: ORIGINAL sent to Accounting
- PAYEE'S COPY (ENCLOSURE) TO BE SENT WITH PAYMENT: Print and attach ONLY if enclosure is required.
- OTHER SUBSTANTIATING SUPPORT (invoice, receipt, etc.): original to Accounting for the files.

**ORIGINAL: TO ACCOUNTING OFFICE**

RETENTION: ACCOUNTING: 5 YEARS SUBJECT TO CONTRACT AND GRANT REQUIREMENTS. OTHER COPIES: 0-5 YEARS

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MAKE PAYABLE TO: Last Name, First, MI. Undergrad name		Mailin	SPECIAL HANDLING <input type="checkbox"/> PU: Call extension		AMOUNT <b>\$454.55</b>
Address to send paper check to			<input type="checkbox"/> CASH ADVANCE <input type="checkbox"/> FX WIRE/DRAFT		LESS
Perm # 123456789			CARD HOLDER name if CC bank payment		NET <b>\$454.55</b>
DEPARTMENT NAME Electrical & Computer Engineering		DATE PREPARED 6/20/2019	DEPT Ref No		PO Ref No
NAME OF BUDGET TO BE CHARGED Gift Various		PREPARED BY Adriana Aguirre	EXT. 3716	ACCOUNTING USE ONLY	

PAYMENT TYPE:  reimbursement,  honorarium,  student award/grant/support,  non-student support,  
 independent personal service/consulting  rent, royalty  settlement  cash advance  other, described below

IN PAYMENT OF: Briefly explain what payment is for, and explain business purpose/reason:  
 Best Multidisciplinary Project - 2019 UCSB Engineering Design Expo

### PAYEE'S COPY

**(X) check or direct deposit notification enclosed**

**( ) contract or other requisition document enclosed**

**ALWAYS PRINT AND SEND TO ACCOUNTING WITH ORIGINAL**