

## SORC Online Disbursement Form

Use this form when you want to make a payment to a vendor or contractor **before** an event takes place and the **bill is still unpaid**. Please note that processing can take up to **4 weeks**.

**Please note:** if you are paying a student employee, faculty or staff member of the University, you will not use this form. Ask a SORC staff member about the Interdepartmental Transfer Form.

Before filling out a Disbursement Request Form, make sure you have all **supporting documents** pertinent to your request, such as:

- Invoice specifying the balance
  - If making a donation, create and print out an invoice for the receiver. The **Invoice Template** can be found [here](#). For the Invoice No, please create an invoice number so that you will refer to for reference.
- **If Payee has not been paid by the University in the past:** a W-9 form with Payee's information and Tax ID Number.
- If paying for **food or drinks:** a guest/RSVP list

Instructions:

- Open a web browser and go to [Experience Pitt - Your Organization - Accounting Book - Budget Request](#)
- Section 1: Preparer's information
  - Enter your information on all required fields.
- Section 2: Payee & invoice information
  - Enter Payee's information as well as the date on the invoice.
  - If Payee has **not** been paid by the university, you must submit a W-9 form containing Payee's information and Tax ID number.
- Section 3: Payee Profile
  - If Payee is **not** based in the U.S. (i.e. a foreign national), you will be taken to Section IV.
- Section 4: Foreign National Payee Information
  - **This section is for payments to a foreign national payee only.**
  - If you answer "Yes" to any of the first two questions in this section, you must attach a Foreign National Tax Letter.
- Section 5: Student Organization Information
  - Fill out all required fields.
  - If your organization received an **allocation** for the expense, indicate the name of the allocation.
  - Enter the email address of your organization's Business Manager. **The Business Manager must approve your request before SORC can start processing it.**
- Section 6: Attaching accompanying documentations
  - Please attach receipts and any other supporting documents related to your expense **in PDF format**. We can accept up to 10 files, each one being less than 1GB.
- Once all the information is entered, click **Submit**
- **After you receive an email confirmation that the form was approved by your organization's Business Manager, you will receive an approval or denial email from SORC within 5 business days.**