

One-Time Payment Request Form

Print Form

One-time payments are to offset living and travel expenses, not wages for work performed. These payments are not allowed on federal projects, unless explicitly for a designated program such as NSF REU, participant support, or other programs. Refer to the Payment Types Matrix to determine the appropriate mechanism and documentation required for One-Time Payments to individuals.

Instructions: Submit request in BearBuy via the Payment Request Form; include this form and other required supporting documentation as "Internal Attachments". Submit only one form per payment request.

Part I: Payee Information

Last Name: _____ First Name: _____

BFS Vendor* #: _____ OR Student or Employee ID#: _____

*To request a Vendor ID# complete: [Vendor Request Form](#) and fax to (510) 642-8604. Do not submit this form with BearBuy Payment Request Form.

Withholding Information:

If the payee is not a U.S. Citizen or Permanent Resident, they are required to complete a UCB GLACIER Tax Record prior to disbursement of payment. For information: <http://controller.berkeley.edu/payroll/GLACIER/index.htm>. Contact ERSO HR Operations: ersoohrops@erso.berkeley.edu to initiate the Glacier process.

Please indicate the following:

CA Resident? Yes No

GLACIER Required? Yes No

Non-Resident Alien? Yes No

GLACIER Record Completed? Yes No

Part II: Payment Information

Electronic funds transfer (EFT) is the preferred method of payment for all disbursements. EFT applications and instructions can be found at: <http://controller.berkeley.edu/financialAccounting/Forms/disb/EFTInstructions.htm>.

Total Payment Amount: <input type="text"/>

Account Code:

- 56712 -Participant Support-Stipends
- 56713 -Participant Support-Materials
- 56714 -Participant Support-Travel
- 57350 - Non-student Prizes (non-employees) *
- 57450 - Student Prizes * (only valid with Prgm. 78)
- Other, specify: _____

*Requires Exceptional Approval

Program Code:

- 40 - Instruction & Departmental Research
- 44 - Organized & Sponsored Research

UC Berkeley Program : _____

Requestor Contact:

Name: _____ Phone: _____ Email: _____