

## Payment Notification Form

Please fill in the following information if you are expecting to receive funds from a sponsor. This form will keep your RFA informed and will allow the research finance team to allocate the funds directly to your activity.

PI: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

### Vendor Contact Information

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

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

Vendor E-mail: \_\_\_\_\_

### Research Staff Information

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

Email: \_\_\_\_\_

### Payment Information

Amount to be received: \_\_\_\_\_ Currency: \_\_\_\_\_

Activity for Funds to Transfer into: 2 - \_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Invoice Number (if applicable): \_\_\_\_\_

### Description of Funds:

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Please also attach the invoice pertaining to this payment.