



Payee Certification

I, (print payee name) _____, hereby certify that the information relating to BUY.IU¹ Check Request Form Number _____, requesting payment for expenses, is valid and correct. I certify that all charges and/or reimbursements pertain to Indiana University business. The amount requested is payment due after allowing for all credits. No part of the same has previously been paid by, or will be paid by, another source.

\$ _____

Payment Amount²

Payee Signature

Payee Email

Payee Address

Date

¹
BUY.IU: Software program used to process Check Requests.

²
Payment amounts must be exact.

This form should be used as supporting documentation, in lieu of an invoice or contract, for the following Check Request Forms:

Payment to Research Participants
Honoraria/Guest Speakers

Review and approval by Fiscal Officer will occur during appropriate document routing.