INSTRUCTIONS FOR PREPARING UAS DISBURSEMENT FORM

The numbered paragraphs below refer to the numbered blocks on the face of this form.

1. Payee Name & Address: For individuals or sole proprietors, enter your name (exactly as it appears on your Social Security card) in the first Payee Name block. Corporations, partnerships and tax-exempt organizations should enter the name of the entity (exactly as registered with the Federal government) that corresponds to the EIN entered in Block 2.

   Enter your proper mailing address conforming to U.S. Postal Standards. Include either your five-position zip code or your Zip+4 in your address.

2. Tax ID Number or Social Security Number: Enter your Federal Employer Identification Number (EIN). If you do not have an EIN, enter your Social Security Number. Do not use hyphens or spaces.

3. Instructions: Check appropriate box.

4. Payee Certification: Required only for personal reimbursements. Signature of payee stating the reimbursement is just, true and correct.

5. Account Information:
   Enter one of the following for Account Name:
   a. University Support Account Name
   b. Residential Life
   c. Program Fund Event Name

   Enter Account Number. For Program Funds, account number is provided on award letter.

   Project Director/Contact Person is designated account signator or person who submitted account application. Campus Address and Phone number should be printed clearly.

6. Certification: Provide signature and clearly print name of Project Director, including title and date. If Project Director is person receiving personal reimbursement, Certification must be countersigned by a secondary officer.

7. Description of Material/Service: Enter all pertinent information required by the specific column headings. Extend calculations into “Amount” column.

All purchases are New York State Tax Exempt. For copies of the UAS tax-exempt form, please contact the UAS office at 518-442-5950.

All requests must include proper and original documentation. Requests that appear to be incomplete will be returned to the Project Director.