SORC Online Disbursement Form

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

\textbf{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 \textbf{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 \textbf{Template} can be requested through sorc@pitt.edu. For the Invoice No, please create an invoice number so that you will refer to for reference.
- \textbf{If Payee has not been paid by the University in the past:} a W-9 form with Payee’s information and Tax ID Number.
- \textbf{If paying for food or drinks:} a guest/RSVP list

Instructions:

- Open a web browser and go to \url{https://tinyurl.com/SORC-Online-Disbursement}
- \textbf{Section 1: Preparer’s information}
  - Enter your information on all required fields.
- \textbf{Section 2: Payee & invoice information}
  - Enter Payee’s information as well as the date on the invoice.
  - If Payee has \textbf{not} been paid by the university, you must submit a W-9 form containing Payee’s information and Tax ID number.
- \textbf{Section 3: Payee Profile}
  - If Payee is \textbf{not} based in the U.S. (i.e. a foreign national), you will be taken to Section IV.
- \textbf{Section 4: Foreign National Payee Information}
  - \textbf{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.
- \textbf{Section 5: Student Organization Information}
  - Fill out all required fields.
  - If your organization received an \textbf{allocation} for the expense, indicate the name of the allocation.
  - Enter the email address of your organization’s Business Manager. \textbf{The Business Manager must approve your request before SORC can start processing it.}
- \textbf{Section 6: Attaching accompanying documentations}
  - Please attach receipts and any other supporting documents related to your expense in \textbf{PDF format}. We can accept up to 10 files, each one being less than 1GB.
- Once all the information is entered, click \textbf{Submit}
- \textbf{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.}