

SORC Online Disbursement Form

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

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 **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 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.
- **If Payee has not been paid by the University in the past:** a W-9 form with Payee's information and Tax ID Number and a completed and signed Supplier Verification Form.
- If paying for **food or drinks:** a guest/RSVP list

Instructions:

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

- **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.**