

**NATIONAL BUREAU OF ECONOMIC RESEARCH, INC.**

**REQUEST FOR PAYMENT**

(Complete all but shaded areas)

Accounts Payable Department  
1050 Massachusetts Avenue  
Cambridge, MA 02138

<b>VENDOR NUMBER</b>		<b>CHECK NUMBER</b>	<b>CHECK DATE</b>			
VENDOR NAME						
ADDRESS						
ADDRESS						
CITY, STATE, ZIP						
CHARGE THE FOLLOWING ACCOUNTS:						
<b>Project, Grant or Conference Name</b>	<b>Project/Grant/Conf Number</b>				<b>Object Code</b>	<b>Amount</b>
	<b>Project</b>	<b>Yr</b>	<b>Sub</b>	<b>Addl</b>	<b>-</b>	
	xxxxx	. xx	. xx	. xx	-	xxxx
TOTAL AMOUNT OF CHECK						
EXPLANATION						
<b>NBER Procurement Policy</b> <u>Check all that apply:</u>						
1.) Micro purchase (up to \$9,999)	<input type="checkbox"/>	(no additional documentation required)				
2.) Small purchase (\$10,000 to \$249,999)	<input type="checkbox"/>					
3.) Sealed bid (\$250,000 or more)	<input type="checkbox"/>	Procurement Bid	<input type="checkbox"/>	on file	<input type="checkbox"/>	attached
4.) Competitive proposal (\$250,000 or more)	<input type="checkbox"/>	and Disclosure Forms				
5.) Sole source (\$10,000 or more)	<input type="checkbox"/>	Sole Source Justification and Disclosure Forms	<input type="checkbox"/>	on file	<input type="checkbox"/>	attached
<b>Payments for Professional Services (object code 6600) and Subcontracts (object code 7700)</b>						
1.) Consultant Contracts (6600)	<input type="checkbox"/>	Contract on file	<input type="checkbox"/>	Contract attached		
2.) Agreement for Research Services (6600)	<input type="checkbox"/>	Agreement on file	<input type="checkbox"/>	Agreement attached		
3.) Sub-Award Contract (7700)	<input type="checkbox"/>	Sub-Award Agreement on file	<input type="checkbox"/>	Sub-Award Agreement attached		
PERSON REQUESTING CHECK	In signing this I certify that these expenses are not being reimbursed by any other organization.					DATE
APPROVAL SIGNATURE						DATE