



# In Lieu of Invoice Form

Please use this form to request payment in situations where it is not possible or appropriate for the vendor or individual to provide an invoice, e.g.: refunds, honoraria, prizes, or fellowship payments. **All fields are required.**

Invoice Number\*: \_\_\_\_\_ (25 Character Limit)

Invoice Date: \_\_\_\_\_ (Please see detailed instructions to ensure timely payment)

Amount of Payment: \_\_\_\_\_

Name of Individual or Vendor: \_\_\_\_\_

Reason for Payment:

Refund       Honorarium       Prize/Award       Royalty

Fellowship/Grant       Donation       Other \_\_\_\_\_

Business Description: \_\_\_\_\_

\_\_\_\_\_

If 1042S vendor: work is being done  INSIDE the United States  
 OUTSIDE of the United States (Location: \_\_\_\_\_)

Prepared by: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(First name, last name)

## GUIDELINES FOR COMPLETING THIS FORM

1. This form should be used in lieu of an invoice for specific situations where one cannot be provided.
2. Create a Payment Request in HCOM for the Vendor, and entered the PR number in the upper right corner of this form.
3. \*Invoice Number: The preferred standard is VENDORNAME00MON00, for example JOHNHARVARD03APR16 for a payment made to John Harvard on April 03, 2016. (Special note: AP uses the invoice number to prevent duplicate payments. Please make sure a request is not submitted twice with different invoice numbers, or a duplicate payment may occur in error.)
4. Reason for Payment: a box must be checked for the form to be processed. If "Other", then provide detail.
5. Business Description: Provide detailed information regarding the transaction
6. Additional information required in the Business Description field for 1042S individuals, [click here for more information](#)
7. Send this completed form to Accounts Payable: 1033 Massachusetts Avenue 2nd Floor, Cambridge, MA, 02138
8. Payment will be made according to the vendor's terms.
9. Do NOT edit this form. This form must be submitted in its original format.

If you have any questions or concerns, please contact Accounts Payable Customer Service 617-495-8500  
[ap\\_customerservice@harvard.edu](mailto:ap_customerservice@harvard.edu)