

**CIES Office of the Executive Director**

University of Pittsburgh

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cies.us • Follow CIES on Twitter @cies\_us

**CIES SIG Funds Disbursement Request Form**

SIGS may request the use of allocated SIG funds for the furtherance of their work and activities. Such expenditures must be in alignment with the mission and objectives of the Society. **All SIG purchases will be routed by the OED to the CIES Treasurer** for approval and will be checked against available allocated SIG balances. This form **must** be filled out in its entirety and digitally signed by the SIG Chair. Submit completed forms to accounts@cies.us who will check the request against your account balance and process the disbursement. Please include any supporting documentation as an additional PDF file. Requests for honoraria/awards exceeding $600 and paid to US Citizens must be accompanied by a completed W9 form (this does not apply to “awards”). Upon approval and presentation of appropriate documentation disbursement will be sent by check in US Dollars to the payee indicated. If an international wire is required a Wire Disbursement Form must also be submitted.

SIG Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requester Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requester Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Funds Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of this disbursement of SIG funds:

Payee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ W-9 Required? \_\_ Yes \_\_\_ No

Payee Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payee Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payee E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIG Chair Signature & Date**