



## Payment Request

REQUEST DATE \_\_\_\_\_

AMOUNT \_\_\_\_\_

### VENDOR INFORMATION

☐ **REIMBURSE MYSELF** (Attach Expense Report Addendum for travel, meals and entertainment.)

PAYEE ID \_\_\_\_\_

PAYEE \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

INVOICE NUMBER \_\_\_\_\_

INVOICE DATE \_\_\_\_\_

### ITEMS

<u>ITEM DESCRIPTION*</u>	<u>G/L ACCOUNT</u>	<u>PROJECT ID</u>	<u>AMOUNT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*\*Provide a brief description in 25 characters or less. This is the description that will appear in the general ledger.*

**TOTAL** \_\_\_\_\_

**PAYMENT PURPOSE** (Enter a detailed explanation of this payment that provides enough information for review by an approver or an auditor.)

### REQUIRED FOR ALL PAYMENT REQUESTS

#### REQUESTED BY

Printed Name: \_\_\_\_\_

#### BUDGET

#### OFFICER

#### APPROVAL

(Total up  
to \$10,000)

### ADDITIONAL APPROVALS AS NEEDED

#### FISCAL OFFICER

#### APPROVAL

(Between \$10,000  
And \$50,000)

#### VP/DEAN

#### APPROVAL

(\$50,000 and up)

*(Note: Payment Request between \$50,000-\$100,000 requires two signatures from Senior VP or VP of appropriate division. Payment Request above \$100,000 must be signed by the President or VP for Finance and Controller.*