## **College of Arts Sciences Payment Request Form**

1	Payee Name	Payee Email Address	Funding	Amount	Additional Information	Authorization
						Chair/PI:
	Foreign Supplier? Yes	No Unknown				
	If being paid for a student/employee*:				Currency:	UBM-I:
	Name & ID:		Total		Project Name*:	Date:
	Description/Business Purpose					
				_		
2	Payee Name	Payee Email Address	Funding	Amount	Additional Information	Authorization
						Chair/PI:
	Foreign Supplier? Yes	No Unknown				
	If being paid for a student/em	ployee*:			Currency:	UBM-I:
	Name & ID:		Total		Project Name*:	Date:
	Description/Business Purpose					
3	Payee Name	Payee Email Address	Funding	Amount	Additional Information	Authorization
3	Payee Name	Payee Email Address	Funding	Amount	Additional Information	
				Amount	Additional Information	Authorization Chair/PI:
	Foreign Supplier? Yes	No Unknown		Amount		Chair/PI:
	Foreign Supplier? Yes If being paid for a student/emple	No Unknown		Amount	Currency:	Chair/PI: UBM-I:
	Foreign Supplier? Yes If being paid for a student/emply Name & ID:	No Unknown ployee*:		Amount		Chair/PI:
	Foreign Supplier? Yes If being paid for a student/emple	No Unknown ployee*:		Amount	Currency:	Chair/PI: UBM-I:
	Foreign Supplier? Yes If being paid for a student/emply Name & ID:	No Unknown ployee*:		Amount	Currency:	Chair/PI: UBM-I:
	Foreign Supplier? Yes If being paid for a student/emply Name & ID: Description/Business Purpose	No Unknown ployee*:	Total		Currency: Project Name*:	Chair/PI: UBM-I:
	Foreign Supplier? Yes If being paid for a student/emply Name & ID: Description/Business Purpose	No Unknown ployee*:		Amount	Currency:	Chair/PI: UBM-I:
	Foreign Supplier? Yes If being paid for a student/emply Name & ID: Description/Business Purpose	No Unknown ployee*:	Total		Currency: Project Name*:	Chair/PI: UBM-I: Date:
	Foreign Supplier? Yes If being paid for a student/emply Name & ID: Description/Business Purpose Payee Name	No Unknown ployee*:	Total		Currency: Project Name*:	Chair/PI: UBM-I: Date:
	Foreign Supplier? Yes If being paid for a student/emply Name & ID: Description/Business Purpose	No Unknown ployee*:	Total		Currency: Project Name*:	Chair/PI: UBM-I: Date:  Authorization
	Foreign Supplier? Yes If being paid for a student/emply Name & ID: Description/Business Purpose Payee Name	No Unknown ployee*:  Payee Email Address  No Unknown	Total		Currency: Project Name*:	Chair/PI: UBM-I: Date:  Authorization
	Foreign Supplier? Yes  If being paid for a student/emply Name & ID:  Description/Business Purpose  Payee Name  Foreign Supplier? Yes	No Unknown ployee*:  Payee Email Address  No Unknown	Total		Currency: Project Name*:  Additional Information	Chair/PI:  UBM-I: Date:  Authorization  Chair/PI:
	Foreign Supplier? Yes If being paid for a student/emply Name & ID: Description/Business Purpose  Payee Name  Foreign Supplier? Yes If being paid for a student/emply Supplier Payee Name	No Unknown ployee*:  Payee Email Address  No Unknown ployee*:	Total		Currency: Project Name*:  Additional Information  Currency:	Chair/PI:  UBM-I: Date:  Authorization  Chair/PI:  UBM-I:
	Foreign Supplier? Yes If being paid for a student/emply Name & ID: Description/Business Purpose  Payee Name  Foreign Supplier? Yes If being paid for a student/emply Name & ID:	No Unknown ployee*:  Payee Email Address  No Unknown ployee*:	Total		Currency: Project Name*:  Additional Information  Currency:	Chair/PI:  UBM-I: Date:  Authorization  Chair/PI:  UBM-I:

<sup>\*</sup> Only complete if needed.