

COLLEGE OF ARTS & SCIENCES

REQUEST FOR PAYMENT

<p>VENDOR OR PAYEE INFORMATION</p> <p>Foreign Vendor/Supplier? Yes No Unknown</p> <p>Name: _____</p> <p>Email: _____</p> <p>Other Contact Info/Notes: _____</p> <p>_____</p>	<p>Date: _____</p> <p>Department Name: _____</p> <p>Department Contact: _____</p> <p>Department Phone: _____</p> <p>Email: _____</p>																
<p>Is this payment on behalf of a student or employee?</p> <p align="center">Yes No</p> <p>If yes, list employee/student name and ID number:</p> <p>Name: _____</p> <p>ID: _____</p>	<p>SPECIAL INSTRUCTIONS/DELIVERY INFORMATION:</p> 																
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:80%;"><u>Line Description & Business Purpose (Who/What/When/Where)</u></th> <th style="width:20%;"><u>AMOUNT</u></th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td align="right">TOTAL</td> <td> </td> </tr> </tbody> </table>		<u>Line Description & Business Purpose (Who/What/When/Where)</u>	<u>AMOUNT</u>													TOTAL	
<u>Line Description & Business Purpose (Who/What/When/Where)</u>	<u>AMOUNT</u>																
TOTAL																	

ACCOUNT CODE	SPEEDTYPE	AMOUNT	PROJECT NAME	CURRENCY
TOTAL				

UNIT BUSINESS MANAGER SIGNATURE	UBM PRINTED	DATE
---------------------------------	-------------	------

DEPARTMENT CHAIR/PI SIGNATURE	CHAIR/PI PRINTED	DATE
-------------------------------	------------------	------