AGENCY ACCOUNT PAYMENT REQUEST

REQUEST TYPE: **( ) CHECK REQUEST**

(CHECK ONE) **( ) REQUEST TO USE CORPORATE CREDIT CARD**

AMOUNT REQUESTED: **$** _____ CLUB/ORGANIZATION: _____

DATE REQUESTED _____ ADVISOR APPROVAL _____

REQUESTED BY _____ VP APPROVAL _____

DESCRIPTION OF PURCHASE: _____

_____

BUSINESS PURPOSE: _____

_____

IF CHECK REQUEST:

CHECK PAYABLE TO: _____

INVOICE #: _____

INVOICE DATE: _____

ACCTS PAYABLE USE: VENDOR # _____

DATE TO PAY: _____

CHECK ONE: _____ CHECK TO BE PICKED UP - EXT TO CALL _____

_____ PLEASE MAIL CHECK TO ADDRESS BELOW:

_____

_____

_____

ACCOUNT CODING:

GEN LEDGER	FUNCTION	DEPT	AMOUNT	PROJECT #
80-2004	00	0000	--	

SPECIAL INSTRUCTIONS: _____

_____

_____

***** STUDENT ORGANIZATION CHECKS ARE ISSUED ON TUESDAYS & THURSDAYS AFTER 3 PM. REQUESTS MUST BE IN THE ACCOUNTING OFFICE NO LATER THAN NOON THE DAY PRIOR TO TUESDAY OR THURSDAY. RECEIPTS MUST BE TURNED IN NO LATER THAN TEN DAYS AFTER A CHECK HAS BEEN ISSUED. FUTURE REQUESTS WILL NOT BE PAID IF PRIOR RECEIPTS ARE OUTSTANDING**

***** FOR PURCHASES USING THE UNIVERSITY CREDIT CARD, ALL RECEIPTS MUST BE RETURNED IN A TIMELY FASHION. THE CARD WILL BE ACTIVATED FOR USE, AND BLOCKED AFTER USE. CARD CAN BE CHECKED OUT THROUGH RHONDA HARRIS IN ACCOUNTING, EXT 7594.**

OFFICE USE ONLY:

CK PREPARED BY _____ DATE PAID _____

BATCH # _____ AGENCY CK # _____

CHECK # _____