



**REQUEST FOR CENTRAL OFFICE SUPPLIER PAYMENT(S)
FORWARD REQUESTS TO:
Accounts Payable/Purchasing – Finance Office**

To: Accounts Payable/Purchasing		Payment Method <input type="checkbox"/> Check <input type="checkbox"/> Electronic			
From:		Date:			
Phone Number:					
Please Draw Check Payable To (Supplier Name & Address):		1099 Code:			
Site Number:					
Purpose:					
Special Instructions:					
Invoice Description: (up to 110 characters will appear on check stub):					
Invoice Distribution:					
Project	Task	Award	Expenditure Type	Organization	Amount
Total					\$
Authorized Signature:					Date:
Approved By:(Finance Office Use)					Date: