

## Non-PO Payment Request

BUDGET YEAR		DATE CHECK REQUIRED		EXPRESS CHECK (additional charge)		SUPPLIER NUMBER		VOUCHER NUMBER		
				YES						
MAKE CHECK PAYABLE TO (NEW SUPPLIER - ATTACH W-9 FORM)							NON-RESIDENT ALIEN		YES	
MAILING ADDRESS (MUST BE FILLED OUT)										
CITY			STATE		ZIP CODE		FOREIGN PROVINCE			
SUPPLIER CONTACT NUMBER					SUPPLIER EMAIL					
INVOICE DATE		INVOICE NO./DESCRIPTION OF CHARGE		ACCOUNT	FUND	DEPT ID	PROGRAM	PROJ/GRANT	CLASS	AMOUNT
CHARGES										
CREDITS										
PICK-UP CHECK		EXT# _____		MAIL CHECK			TOTAL PAYMENT			
PREPARED BY				EXT.	DATE		SPECIAL INSTRUCTIONS			
APPROVAL WILL BE LAUNCHED THROUGH WORKFLOW AFTER A/P ENTRY INTO PEOPLESOFT										
ACCOUNTS PAYABLE USE ONLY										
ENTERED BY										
DATE										