



## On Campus Service Request & Payment Authorization



(Requisition) **Service Request** (Requisition)

To: \_\_\_\_\_ Date: \_\_\_\_\_

(Department To Provide Service – Vendor)

From: \_\_\_\_\_

(Department Requesting Service – Customer)

Fund \_\_\_\_\_ Org \_\_\_\_\_ Expense Acct \_\_\_\_\_ Amount \_\_\_\_\_

Description of Service or Materials Requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requestor's Signature \_\_\_\_\_ Campus Ext. \_\_\_\_\_ Financial Manager's Signature \_\_\_\_\_

SEND REQUEST DIRECTLY TO DEPT. PROVIDING SERVICE



(Invoice) **Payment Request & Authorization** (Invoice)

(From Department Providing Service - Vendor)

Services Completed on: \_\_\_\_\_ Total Cost \_\_\_\_\_  
(Date)

Payment Due To: \_\_\_\_\_  
(Org Name) (Org #) (Revenue Detail Code#)

Mail Receipt Of Deposit To: \_\_\_\_\_  
(Department or Person) (Campus Box)

Signature From Dept. Requesting Payment \_\_\_\_\_  
(Signature) (Campus Ext) (Date)

After Services or Materials have been provided, fill out this bottom portion of form and submit to Payment Services, ADM. Bldg. Room 111, Campus 222, for Payment. Check will be issued and sent to the Bursar for deposit.