



# Request for Payment

## Office of the Treasurer

\_\_\_\_\_ Date \_\_\_\_\_  
(Office or Committee)

Payable to \_\_\_\_\_ Amount of \$ \_\_\_\_\_  
(Name)

Mailing Address \_\_\_\_\_

Purpose of Payment \_\_\_\_\_

1. \_\_\_\_\_ Cost \_\_\_\_\_

2. \_\_\_\_\_ Cost \_\_\_\_\_

3. \_\_\_\_\_ Cost \_\_\_\_\_

4. \_\_\_\_\_ Cost \_\_\_\_\_

Attached invoice number \_\_\_\_\_ Budget account \_\_\_\_\_

Is this the purchase of property that will last for more than one year? \_\_\_\_\_

If yes, who will have possession of this property \_\_\_\_\_

Request made by Name \_\_\_\_\_ Signature \_\_\_\_\_

---

### Budget Use Only

Approved \_\_\_\_\_ Denied \_\_\_\_\_

---

### Treasurer's Office Use Only

Date Paid \_\_\_\_\_ Check Number \_\_\_\_\_ Funding Source \_\_\_\_\_

Account Number \_\_\_\_\_ Class Code \_\_\_\_\_

Activity Code \_\_\_\_\_ Budget Balance \_\_\_\_\_

Payment Dispersed: Date \_\_\_\_\_ Signature \_\_\_\_\_

File \_\_\_\_\_ Reconciliation \_\_\_\_\_ Audit \_\_\_\_\_