

Appendix K



# Payment Request Form

**Payee:** \_\_\_\_\_ **PAYMENT METHOD:**

**Address:** \_\_\_\_\_  Check    **Check #:** \_\_\_\_\_

\_\_\_\_\_  Visa     MasterCard     AmEx

**Purchase Order #:** \_\_\_\_\_ **Card #:** \_\_\_\_\_

**Vendor ID:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

<i>Amount</i>	<i>Due Date</i>	<i>Requested By</i>	<i>Date Requested</i>	<i>Purpose</i>

<i>Accounting Code</i>	<i>Amount</i>	<i>Description</i>

**Additional Notes:**

<b>Approval:</b> _____	<b>Date:</b> _____
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