



TRINITY UNIVERSITY

PAYMENT REQUEST FORM

(Do NOT use when vendor provides an invoice)

| | |
|---------------------------------|---------------------|
| Voucher Number | Reviewed By & Date |
| Due Date | 1099-MISC 1042-S |
| Business Office Use Only | |

| | |
|--|-----------------------|
| Payee Name (Full Name, No Nicknames) | Date Prepared |
| TU ID (Required for employees, students, and alumni) | Vendor Type |
| Remittance Address | Date Payment Required |
| City, State, Zip | Prepared By |
| Check if Services Performed Outside U.S. | Preparer's Email/Dept |

| | |
|---------------------------|--|
| e-Check | e-Check for Employees/Students (enroll via TigerPaws) |
| Wire Transfer | MUST attach wire instructions |
| Check - U.S. Mail | If mailing address includes "Attn: Name", please attach addressed envelope. Include two copies of invoice/form if one is to go with payment. |
| Check - Pickup at Cashier | Name/Email/Phone of Person _____ |
| Description/Purpose | Attach supporting documents including original receipts with business purpose and names in attendance (for 5+ attendees describe the group in lieu of individual names). For services, provide the dates of service. |

| 16 Digit Account Number ##_##_#####_##### | Colleague Project ID | Amount |
|--|----------------------|--------|
| | | |
| | | |
| | | |
| | | |
| | | |
| Total | | |

FREQUENTLY USED OBJECT CODES:

| | | | |
|--------------------------------|---------------------------------|------------------------------|---|
| 54110 Office Supplies | 54194 Events-Students | 54350 Travel-Guests | 54950 Membership/Dues |
| 54111 Other Office Materials | 54195 Events-Staff Appreciation | 54600 Professional Services | 54900 Other Expense (<i>Only Student Organizations</i>) |
| 54115 Mileage Reimb Non-Travel | 54210 Communication Exp | 54620 Honoraria | |
| 54133 Software License/Maint | 54290 Advertising & Promotion | 54630 Royalties | |
| 54193 Events-Other | 54330 Food Service/Otr Meals | 54730 TU Speaker/Seminar Exp | |

| | | |
|---|--|------|
| Budget Officer (includes PI's) Approval (Print Name) | Budget Officer (PI) Signature | Date |
| Additional Approval (Director/VP) over \$5,000 (Print Name) | Add'l Approval (Director/VP) Signature | Date |