



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