

VOUCHER # V

WIRE DATE

WIRE CHECK # W

Date of Request	
Payee T# or Vendor ID <small>(required unless new payee)</small>	

WIRE

All new payees/vendors must have a profile set up in Supplier Management. Contact AP with any questions.

US Citizen? Yes No

If not a US Citizen; additional information will be required using Sprintax.
Please notify payee of this requirement to ensure timely payment.

Payee Name	
Address Line 1	
Address Line 2	
City/State/Zip	Country

	Payment Handling	Check One Box
Requestor's Name	Send to Payee by	<input type="checkbox"/> Direct Deposit <input type="checkbox"/> Check
Email Address	Send to payee w/enclosure <small>(enclosure must be included)</small>	
Campus Phone #	Pickup check in Human Resources	

Business Purpose	Index	Account	Amount USD
Total Amount			

Approval Signatures and Date (All are required)

Advisor Date Signed

SFC Treasurer Date Signed

Organization Treasurer Date Signed

To ensure prompt processing, please attach all supporting documentation to the RFP creating one pdf document. Attaching proper documentation with your submission will avoid unnecessary delays. RFP's with missing support will be returned.