

School/Dept./Div. \_\_\_\_\_

Location Code \_\_\_\_\_ Telephone \_\_\_\_\_

Requisitioner \_\_\_\_\_

Payment Request No.

**Please Print**

*This is your reference number  
Alpha-numeric 10 digit maximum*

Pay to: \_\_\_\_\_

Pay to Address: \_\_\_\_\_

Vendor Number: \_\_\_\_\_ (required) or secure Bid Request Application from the Procurement Web Page; have vendor complete and return to you for submitting with your Payment Request. If business is registered in Shelby Co. - Business License Number \_\_\_\_\_

Fund	Function	Object	Department	Location	Project	Invoice Number or Description of Payment <i>Attach original invoice, registration form, subscription renewal form, contract, etc.</i>	Budgetary Total
							<b>Payment Total</b>

Justification:

<b>A</b> Director of Major Construction/Facilities: _____	Date	_____
<b>P</b> Project Manager: _____	Date	_____
<b>P</b> Trade Masters: _____	Date	_____
<b>R</b> Director - Federal Programs: _____	Date	_____
<b>O</b> Principal: _____	Date	_____
<b>V</b> Senior Leadership: _____	Date	_____
<b>E</b> Senior Accountant (Capital): _____	Date	_____
<b>D</b> Manager, Accounting and Reporting: _____	Date	_____
Other (Title) _____	Date	_____