

Cash Payment Requisition

Return to Requesting Department
 Mail to Campus Address
 Mail Externally to Payee

Business Services Provided - Vendor & Document Numbers	
Vendor #	_____
Document #	_____

Date: _____
Fund/Acct/Amount 1 _____
Fund/Acct/Amount 2 _____
Fund/Acct/Amount 3 _____
Grand Total (1+2+3) _____

Fund = 5 digits / Acct = 4 digits

Pay to: (Name=First, Middle Initial, Last:) No Nick Names - (Address = address where payment will be sent)

Name: _____

Please provide the following for Business Services assistance in locating the Hope ID Number: (People Only)

Please check which applies: Faculty Staff Student Other

Hope ID # (not social security #) if known: _____

Address: _____

Reason: (Attach Receipts)

Requestor: _____ **Requesting Dept:** _____

Dept Approval: _____

Permanent Address

Street 1: _____
Street 2: _____
City, State, Zip: _____

Tax ID/Social Security # _____

1. If payment for services (compensation/wages) to a non employee please provide Taxpayer ID #.
2. Payments of compensation to students and employees are to be processed through payroll not on a cash payment requisition.
 Students = Authorization Card and Time Card
 Faculty & Staff = Over and Above Form

Cash payment requisitions are due to Business Services by Tuesday-Noon to be included in that week's Friday payables.