

**PAYMENT REQUEST FORM**

**Date of Request:** \_\_\_/\_\_\_/\_\_\_      **Requested by:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_      **Vendor Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Payment Amount:** \$ \_\_\_\_\_

**G/L Account Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      **G/L Description:** \_\_\_\_\_  
*(Required field)*

**Payment Purpose:** \_\_\_\_\_

**Payment Distribution:**     Return payment to requester  
    Return payment to other (specify) \_\_\_\_\_  
    Mail check to vendor

**Payment Date** \_\_\_/\_\_\_/\_\_\_

**Special Instructions:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ *(Note: Must be manager or higher)*

**Is this a manual check?**     Yes     No      *(Note: Manual checks should be used for emergencies only.)*

Reason for manual check \_\_\_\_\_

Approved by: \_\_\_\_\_  
*(Must be Manager or higher)*

*Note: If this is a new vendor, check request will not be processed until W-9 and New Vendor Setup form is received by accounting.*

Accounting use only

**Is this a new vendor?**     Yes     No *(check one)*

**Note: If this is a new vendor, collect**     W-9                       New Vendor Setup Form