

Department of Physics

Payment Request

*Attach original receipt and other supporting documentation
(such as attendee list) and return to Bonnie in the Business Office.*

This form is used to request payments to off-campus vendors, organizations, or individuals who are not U/A employees.

Please remember: The University *will not* reimburse anyone who pays a foreign visitor with his/her own funds or makes purchases on behalf of a foreign visitor such as travel or lodging. Colloquium dinners are an exception because the department has previously verified visa and/or status.

Date:

Amount:

Pay To:

Requested By:

Telephone:

Email:

Account:

**Business
Purpose &
Comments:**

Approved by
Business Office: _____

Object Code: _____

Comments: _____