

Club Account Payment Request

PAYMENT INFORMATION		
(1)	Vendor Name:	
(2)	Vendor Number (if known):	
(3)	Mailing Address:	
	City, State and Zip:	
	Phone Number(s):	
	Email Address:	

(4) INVOICE #		Enter Date(s) of purchase or service:	
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(5) TYPE OF PAYMENT (CHECK ONE)			
a) Payment of Services / Honorarium / Speakers *1 N°94; ; 22+		d) Cash Awards / Prizes *1 N°992223+	
b) Rental of Equipment *1 N°962822+		e) Reimbursements, Supplies, Registrations, Travel, Cash Advances *1 N°995222+	
c) Rental of Space *1 N°969222+			

(6) TOTAL AMOUNT REQUESTED	\$	
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(7) ACCOUNT ASSIGNMENT				
	\$ Amount	GL Account (6 characters)	Club Account Number	Club Name
(a)				
(b)				
(c)				
(d)				

(8) PURPOSE OF PAYMENT (Describe who, what, why, where, when)

(9) COMMENTS (office use only)	
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(10) REQUIRED APPROVALS (All signatures required)			
Officer Name (Printed)		Email:	
Officer Signature:		Date:	Phone Number
Advisor Name (Printed)		Email:	
Advisor Signature:		Date:	Phone Number
Account Manager Name (Printed)		Email:	
Account Manager Signature: Date:		Phone Number	

General Instructions

- Complete all information in pen or complete form online using fillable PDF form. Any changes must be initialed by both signatures on this form, including any errors corrected using correction tape.
- This form may be used to request direct payments to vendors for goods or services; or for reimbursements to an individual for purchases of products, travel expenses, registration fees for conferences, etc. Reimbursements for payment made by an individual to a vendor for services will not be processed.
- Vendors must complete a Vendor Maintenance Request form. If the vendor has already completed a vendor maintenance request form, obtain their vendor number from the vendor list provided on the website, or leave the vendor number blank.
- Reimbursements for paying a third party for services are not allowed.
- If you are paying someone who is not a U.S. Citizen or Permanent Resident, contact the University Tax Specialist – 512-245-8708.
- Note that all payments by check will be mailed to the address specified.
- Beginning January 1, 2010, the vendor may enroll in the university's direct deposit payment program.
- Completed form must be forwarded, with expenditure documentation, to the appropriate business office.
- Allow at least 5 to 7 business days, excluding the day of request, for the check to be prepared and mailed.
- Effective January 1, 2010, itemized receipt(s) and/or invoice(s) must be attached to this payment request before it can be processed.

Specific Instructions

1. **Vendor Name:** Enter the name of the person or company that you want to pay. This is the name that will appear on the check. For reimbursements, enter the name of the person to be reimbursed with this payment request. Vendor cannot be the student officer signing the payment request form. No reimbursements to a faculty/staff advisor permitted.
2. **Vendor Number** (if known): Many vendors are in the university's SAP system. If the vendor is in the system, enter the number here. If you do not know the number, leave it blank. See list of frequently used vendors on the student organization website. The link is provided below. For payments to a Texas State department, enter "TXSTATE."
3. **Mailing Address:** Enter the mailing address of the person or company that you want to pay. This is the address that the check will be mailed to.
City, State, Zip Code: Include City, State and Zip Code for Mailing Address.
Phone Number: Include a phone number for the vendor so that we can contact them if necessary.
Email Address: Include an email address for the vendor so that we can contact them by email.
4. **Invoice #:** If the vendor has provided an invoice for products or services, attach the invoice to this payment voucher, and write in the invoice number here. If you do not know the invoice number, leave it blank.
Enter Date(s) of purchase or service (mm/dd/yyyy): Enter the date that the purchase was made, or the services were received. Enter two dates if there is a beginning date and an ending date for services. For example, if you are paying someone who has performed choreography services from November 1st through November 15th 2010, enter 11/01/2010 – 11/15/2010. If you are paying someone who gave a lecture on October 9th 2010, enter 10/9/2010.
5. **Type Of Payment (Check One)**
 - a. **Payment of Services** – Check here if you are paying an individual or company for performing services. Services include lecturing, performing as a musician or singer, coaching, etc.
 - b. **Rental of Equipment** – Check here if this payment is for a rental of furnishings and equipment. Examples include payments for office machines, tools, vehicles, etc.
 - c. **Rental of Space** – Check here if the payment is for rental of space. Examples include rental of classrooms, conference rooms, safety deposit boxes, storage space, etc.
 - d. **Cash Awards, Prizes** – Check here if you are paying an individual or organization an award, prize, or gift.
 - e. **Reimbursements, Supplies, Registration, Travel, Cash Advances** – Check here if the payment is for reimbursement to someone who paid for products or travel expenses, any type of products (such as party supplies or clothing), registration fees, travel expenses paid directly to vendors, or cash advances drawn for club purchases. If items are resold, the student organization must collect sales tax and remit the sales tax to the State Comptroller's office (contact the University Tax Specialist for assistance).
6. **Total Amount Requested:** Enter the total dollar amount of the check that you are requesting.
7. **Account Assignment:** List the item(s) you are purchasing, with the GL Account Number, the Club Account Number, and the Club Name. Additional lines are provided if you are including several items or services in the payment request. The total of all lines must match the total in Item 6.
\$ Amount: Enter the dollar amount for the goods or services.
GL Account: Enter the General Ledger account number for the goods or services. Refer to list of payment types and General Ledger account numbers provided on the website, "Types of Payments and General Ledger Accounts".
Club Account Number: Enter your club account number, which will be provided by the university.
Club Name: Enter your club's name.
8. **Purpose of Payment:** Describe the business purpose of the payment (who, what, why, where and when)
9. **Comments (office use only)** – Leave this field blank.
10. **Required Approvals.** Complete all information for each of the 3 required signatures.

Submit completed forms with invoices and/or receipts to the Accounts Payable Office (JCK564)