



Accounts Payable Request for Document Action

Attn: _____

This form must be forwarded to Accounts Payable Division to initiate action on an Accounts Payable DaFIS Direct Charge or Vendor Invoice document. This form must not be used to replace an original invoice. An approved invoice must be forwarded directly to Accounts Payable and does not require this form.

- Petty Cash Reimbursement
- Employee Refund (Signed Receipt Attached)
- Non Employee Refund
- Other _____
- Business Contract Agreement # _____

Information required when paying individuals on a Business Contract Agreement:

- Payee SS#, Payee Permanent Home Address
- Payments to Foreign Persons – Payee SS# or ITIN#, Payee Permanent Home Address, Statement of Citizenship, Form 8233 (federal exception per tax treaty)

Travel Advance

In the "Comments" section please cite:

1. The traveler's name
2. The payee (if different from the traveler)
3. The exception basis per Directive #97-094, e.g.
 - a. The traveler is an infrequent traveler
 - b. The traveler has not yet been issued a corporate travel card
 - c. The travel requires special handling, such as foreign travel, group travel for athletics/student groups, etc. The traveler's name.
4. The destination and purpose of the trip.
5. The inclusive dates of the trip (approximate).
6. The date the advance is needed.
7. The total dollar amount requested along with a reasonable list of the expense type(s) to be purchased and the estimated dollar amount needed for each type.

Date: _____

From: _____

Department: _____

Telephone: _____

E-mail: _____

DaFIS Doc Num: _____

Comments:
