SOUTHEASTERN LOUISIANA UNIVERSITY

PAYMENT REQUEST

Instructions: Complete Step 1, Step 2 (Section "A" <u>or</u> "B") and Step 3.
Ensure the form is signed before sending to Accounts Payable.

STEP 1: Payor

Paying Department's Name:

Business Unit (Budget #):

Spend Category (Account #):

Additional Worktags:

Payment Amount:

Payment Description:

STEP 2: Payee

OPTION (A): Payment to another SLU Department

Receiving Department's Name:

Business Unit (Budget #):

Revenue Category (Account #):

Additional Worktags:

OPTION (B): Payment to outside supplier/individual:

Recipient's Name:

Recipient's Supplier ID (Workday):

Recipient's Mailing Address:

Recipient's Email Address:

Recipient's Phone Number:

Step 3: Approval

Business Unit Head Printed Name:

Business Unit Head Signature:

Date:

Email the completed form and supporting documentation to acctspayable@southeastern.edu.
The email subject line should be "Payment Request" and include the name of the payee.