

UNION
COLLEGE
FOUNDED 1795

PAYMENT REQUEST

PAYEE ID: _____

PAYEE NAME: _____

DATE: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP CODE: _____

SSN/EIN: _____

DESCRIPTION: _____

Description to appear on Check. Not to exceed 30 characters

ACCOUNT NUMBER

OBJECT CODE

AMOUNT

TOTAL AMOUNT: \$ _____

REQUESTED BY: _____

DATE: _____

APPROVED BY: _____

DATE: _____

- 1) **Supporting documentation must be attached**
- 2) Submission and pay date information can be found at:
<http://www.union.edu/finance/accounts-payable/ap-dates/>
- 3) Object code look up:
<http://www.union.edu/finance/purchasing/object-codes/>