

**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/>