UNIVERSITY OF GUAM
UNIBETSEDÅT GUÅHAN

PAYMENT REQUEST FORM

ADMINISTRATION AND FINANCE
UOG STATION, MANGILAO, GUAM 96923
TELEPHONE: (671) 735-2910 FACSIMILE: (671) 734-3118

PAYEE:	A/P TYPE	PAYMENT REQUEST: ☐ W/ ENCUMBRANCE ☐ DIRECT

PURPOSE: (CHECK APPROPRIATE TRANSACTIONS)

☐ TUITION ☐ SUPPLIES-MAT'LS. ☐ STIPEND ☐ CAPITAL OUTLAY

☑ PAYMENT ☐ REFUND ☐ DORM RENT ☐ SERVICES ☐ RESALE ITEMS ☐ OTHERS

VOUCHER NUMBER	GENERAL LEDGER ACCOUNT	AMOUNT	PRIOR REFERENCE	VENDOR NUMBER ☐ CREATE ☐ UPDATE	INVOICES
SCANNED DATE		0.00			

CHECK APPLICABLE ATTACHMENT:

☐ BILLING INVOICE ☐ PRIOR REFERENCE DOCUMENT

☐ ADVANCE PAYMENT ☐ SUBSIDIARY RECORD

☐ PROOF OF RECEIPT ☐ OTHER-CITE

APPROVAL:

PREPARED BY: _____ DATE: _____

AUDITED: _____ DATE: _____

APPROVAL: _____ DATE: _____
(DIRECT PAYMENTS ONLY)

ACCOUNTS PAYABLE USE:

DATA KEYED BY: _____

AUDITED BY: _____

CHECK NO.: _____

DATE: _____

FOR ACCOUNTS PAYABLE FILE