

School/Dept./Div. \_\_\_\_\_

Location Code	Telephone
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Requisitioner

Payment Request No.	
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Please Print

*This is your reference number*  
*Alpha-numeric 10 digit maximum*

Pay to: \_\_\_\_\_

Pay to Address: \_\_\_\_\_

Vendor Number: \_\_\_\_\_ (required) or secure Bid Request Application from the Procurement Web Page; have vendor complete and return to you for submitting with your Payment Request. If business is registered in Shelby Co. - Business License Number \_\_\_\_\_

[illegible]**Payment Total**

**Justification:**

<b>A</b>	Director of Major Construction/Facilities: _____	Date	
<b>P</b>	Project Manager: _____	Date	
<b>P</b>	Chief: _____	Date	
<b>R</b>	Director - Federal Programs: _____	Date	
<b>O</b>	Principal: _____	Date	
<b>V</b>	Senior Accountant (Capital): _____	Date	
<b>E</b>	Controller, Accounting and Reporting: _____	Date	
<b>D</b>	Other (Title) _____	Date	