

**BARUCH COLLEGE**  
**Request for Payment**

**PR#** \_\_\_\_\_

**PAYEE INFORMATION**

Make check payable to \_\_\_\_\_

For the amount of \_\_\_\_\_

**CONTACT PERSON**

Requested by \_\_\_\_\_

Department \_\_\_\_\_

College Box No. \_\_\_\_\_

Telephone Extension \_\_\_\_\_

**APPROVALS - OK TO PAY**

*Please pay the attached invoice/order form directly to the payee. Goods and/or services have been received. It is the department's responsibility to assure all goods are received.*

Dept. Chairperson \_\_\_\_\_

Date \_\_\_\_\_

Dean's Approval \_\_\_\_\_

Date \_\_\_\_\_

V.P. - Admin. \_\_\_\_\_

Date \_\_\_\_\_

**Business Office Use Only**

FY \_\_\_\_\_  
MOP \_\_\_\_\_  
Department \_\_\_\_\_  
Code \_\_\_\_\_  
By \_\_\_\_\_  
Date \_\_\_\_\_

**Accounts Payable Use Only**

Voucher Number \_\_\_\_\_  
Imprest Number \_\_\_\_\_  
Check Number \_\_\_\_\_  
Check Date \_\_\_\_\_  
Check Amount \_\_\_\_\_  
Date Logged in \_\_\_\_\_