

University of Puget Sound
 Accounts Payable - CMB 1042
 X3440 and X8656

Disbursement Request Form
(Non-Purchase Order Expenditures)

Fiscal Year _____

Please complete using ink or by typing

Today's Date _____

Requested By: _____ Approved By: _____ Dept. _____ Ext. _____

(Print Name / Signature - no initials please)

Make Payable to: _____
 Additional Name/dba: _____
 Remit Address: _____

 City _____ State _____ Zip Code _____

Distribution Selection

U.S. Mail w/enclosures
 A/P Hold & Call - X _____
 Campus Mail To: CMB _____
 Cash reimbursements to students - \$50.00 or less *
 Other (method managed by A/P):
 - Direct Deposit**, ACH Vendor, P-Card

↳ All disbursement requests must be accompanied by **original documents** that support the amount(s) requested.

*Unless otherwise directed, reimbursements of \$50.00 or less, payable to students, will be issued in cash through the Accounts Payable Office-J018.

* *If enrolled through Payroll, all AP reimbursements for faculty & staff will be through Direct Deposit

Item No.	Speed Chart	Account	Chart field1	Invoice Number	Invoice Date	Terms	Description: Up to 35 characters will be displayed on Budget Admin. and on the check stub for your vendor	Amount	1099 Use Tax
1									
Total								\$	-

State the business purpose, date of event, names of attendees, other comments as appropriate

1099 Codes (for Accounting & Budget Services Use): NC = Nonemployee Compensation PR = Prize or Other Income
 MD = Medical & Health Care Payments RY = Royalties