

2021-2022

ONE-TIME REQUISITION TO PAY OUTSTANDING INVOICE
TEMPLATE

When a requisition to order items or services was not previously submitted due to an unforeseen emergency expenditures that may arise during the course of performing business, please use this method for payment.

Document Text Information:

New Vendor Information (If applicable): Please insert all the pre-set item text lines for a new vendor requisition.

Reason for Service: *(explain)*

Statement of Purpose for Grants: Please justify the use of any Lottery funds (Fund 17050) or Categorical funds as allowable expenses by the funding agency (if applicable). If using Lottery funds, your statement of purpose must include that the expenditure is for student's use. If not applicable, enter N/A.

If applicable, please add text: Charge Back to Bursar: 3xxxx – 9xxxx

If applicable, please add text: Special Indications/Instructions: *(for A/P, Purchasing, mailing, late RQ submission, etc.)*

Commodity Field: (Always use Buyer Initials)

Description Field: Invoice#: 12345, dated MM/DD/YYYY

Item text Information:

Invoice payment for...

Subtotal: \$x,xxx.xx

Sales Taxes: \$xx.xx (7.75 %) *(If vendor did not charge sales tax, state: **Accrue Sales Tax**)*

Freight: \$xx.xx

Total: \$x,xxx.xx

Authorized Signatures for Payment:

List Name(s) *(Please note that the name(s) listed cannot be the RQ Requestor/Inputter)*