Supplier Information

Supplier Name:

Supplier Code: Payment Remittance Site Code:

Contact Name: Phone: Email:

Payment Type: Description:

Payments

Frequency

                                                              *   Must be the same recurring amount

Number of Payments: Payment Amount*:

Begin Date: End Date:

Invoice Number:

Description*: -

*Description is information to describe the payment. It should be meaningful to the supplier or end-user and is printed on the check. -

General Ledger Information (if direct paid):

Requisition Number ($0 for lease):

Purchase Order Number: PO Line / Shipment #:

Total Contract Value (not to exceed amount):

Approvals

Submitter Name (printed):

Submitter Signature: _____

Approver Name (printed):   Department:

Approver Signature: _____

PO Exemption #:   **(link to exemption list)**

PGA Name & Signature for PO Exemption or

Lease: Procurement Approval for PO Exemption or   Procurement Approver:

Lease: AP Processor: Date Processed: Procurement Record #:   6/21/21 ss