

Weevil Net PREPAY FORM

Supporting documentation MUST be attached to form.

Date: _____

Prepay justification: _____ Institutional Membership Dues * _____ Subscription
_____ Purchase Order not accepted by vendor _____ Conference Registration
_____ Credit Card not accepted
_____ Other: _____
(Forward to Purchasing Office first for approval)

Check Payable to: _____

Address to print on check: _____

Description on check: _____

Amount of check: _____

Account string: _____
Business Unit Account Fund Department

Account name: _____

Requestor

Immediate Supervisor

Vice Chancellor

Prepay check WILL BE MAILED with supporting documentaion TO the PAYEE unless special request is made by requestor in writing.

* Note: Membership in an organization where the University is listed as the member or where the University designates an institutional representative in an organization may be paid from appropriated funds. Appropriated funds may not normally be used to pay individual membership dues, assessments, or any other levy in professional organizations, honorary services, civic clubs, or other organizations where the membership is in the name of the individual. For more information see Universitywide Administrative Memorandum 350.1.