

LAWRENCE UNIVERSITY

DISBURSEMENT REQUEST

Date: _____ LU Department: _____

INSTRUCTIONS: Print this form and fill it out, or fill it out online by tabbing to fields and typing the requested information; print the completed document. (The form will be reset when you exit the document.) Ask for approver's signature.

PAY TO:

Name: _____

Address Line 1: _____

Address Line 2: _____

City/State/ZIP: _____

LU ID: _____

Approved by: _____

CHARGE TO ACCOUNT NUMBER: <small>Example:</small> 100001-6101-70251-123 <small>fund org account activity</small>	DESCRIPTION OF MATERIALS OR SERVICES not requiring a purchase order. Include quantity, unit price, date of delivery, invoice number, etc. NOTE: Documentation must accompany this request	AMOUNT
TOTAL AMOUNT TO BE PAID		

Disbursement will be made by (check one)

- Check mailed to payee
- Check received in person at the Financial Services office
- Cash received in person at the Financial Services office (if under \$50) _____ (signature)
- Campus mail delivery to _____