Request to Pay a Campus Entity/Budget

Date:

To: Katie Schmid, Business Office

From:

 Please journalize $ , to cover the cost for ,

Entity to **Pay**: Full Budget Code - - -

 Budget Code Description: Budget title/Account

Entity to **Charge**: Full Budget Code: - - -

 Budget Code Description: Budget title/Account

 Budget Authority Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*Processing will not occur without an invoice outlining what is being paid \*\***