



MOTLOW COLLEGE

My Motlow. My Future.

# DISBURSEMENT REQUEST

(PLEASE USE ELECTRONIC FORM AND PRINT)

**A. MAKE DISBURSEMENT TO:**

**B. DATE:** \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**C. ACCOUNT NUMBERS:** (Note: Only the Banner Index & Account is required except for funds that begin with an 8xxxxx OR 9xxxxx)

Banner Information					Amount	Invoice Date	Invoice #	Office Use Only
INDEX	ACCOUNT	FUND	ORG	PROG				
<b>TOTAL AMOUNT</b>								

**D. PURPOSE / DESCRIPTION:** (Also, please attach original receipts and / or invoices)

\_\_\_\_\_  
 \_\_\_\_\_

**E. MAILING AND OTHER INSTRUCTIONS:**

\_\_\_\_\_

**F. FAX; 918; 9H5 FM<958 NAME & PHONE NUMBER:**

\_\_\_\_\_

**G. APPROVALS:** (legible signatures as applicable)

Budgetary Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Department Approval (as necessary) \_\_\_\_\_ Date: \_\_\_\_\_

Vice President Approval: \_\_\_\_\_ Date: \_\_\_\_\_

President Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**H. PETTY CASH RECEIVED BY:**

\_\_\_\_\_ Date: \_\_\_\_\_

**FOR BUSINESS OFFICE USE ONLY**

\_\_\_\_ Petty Cash      \_\_\_\_ A/P      \_\_\_\_ Direct Deposit      \_\_\_\_ JV

Vendor # \_\_\_\_\_ 1099 Vendor \_\_\_\_\_ Date Due \_\_\_\_\_