

# Custodial Account Payment Request

Scan and email completed forms with invoices and/or receipts to Accounts Payable at [payables@txstate.edu](mailto:payables@txstate.edu).  
 Email the Scholarship Recipient List to [scholarships@txstate.edu](mailto:scholarships@txstate.edu) for Financial Aid payment requests.

<b>VENDOR INFORMATION</b> (Vendor no. is required for all payments. Generic vendor no. can be used on 773000 expense reimbursements only.)			
Payee Name: _____		SAP Vendor #: _____	*
Mailing Address: _____		Phone Number: _____	
City, State, & Zip: _____		E-mail: _____	

PAYMENT INFORMATION	ACCOUNT ASSIGNMENT
Invoice Number: _____	Fund: _____
General Ledger #: _____	Organization Name: _____
	Cost Center: _____

ALLOCATION		
Amount	GL Account	GL Account Description & Additional Information Request
\$ -	729900	Payment of Services, Honorariums, Speakers
\$ -	740600	Rental of Equipment
\$ -	747000	Rental of Space
\$ -	770001	Cash Awards / Prizes
\$ -	773000	Reimbursements, Supplies, Registrations, Travel, Cash Advances
\$		Other expense not included above (Enter appropriate GL Account Number)
<b>\$ -</b>	<b>TOTAL PAYMENT/REIMBURSEMENT</b>	

<b>PURPOSE OF PAYMENT: Describe who, what, why, where, and when.</b> <i>Attach supporting documentation, including receipts or invoices.</i>

<b>For processing questions, contact:</b>		
Contact Name: _____	Phone: _____	E-mail: _____

<b>REQUIRED APPROVALS</b>	
Acct Manager Name (Printed): _____	E-mail: _____
Acct Manager Signature: _____	Date: _____ Phone: _____