Whitman College Business Office **Vendor Payment** Move from field to field using the "Tab" key Payment Type — ▶ Cash VP# Paper Check **Electronic Check** Type department name above Type preparer name above Preparer Signature Preparer Sign Date Type special instructions above Budget Year Submit Date PAYMENT DELIVERY INSTRUCTIONS VENDOR INFORMATION Please mail to address on this form Payee Name Address 1 Address 2 Address 3 Whitman Vendor ID Number City ST Zip/Post Code Country of US General Ledger Code (14 digits) Voucher Invoice Invoice Invoice SUT Y=Number Number Amount Date Yes DESCRIPTION OR OPTIONAL INFORMATION Total Attached for Payment **Department or Division Approval Signature** Budget Officer Approval (Required if total is over \$10,000)

Dept/Div 1 Date

Dept/Div Date

Second Department or Division Approval Signature (if required)

if budget officer signature is required

Dept/Div 2 Date