



**Southwestern Oklahoma
State University
Foundation, Inc.**

100 Campus Drive
Weatherford, Oklahoma 73096
(580) 774-3267

PAYMENT REQUEST

FROM: _____ DATE OF REQUEST: _____
Department (MM/DD/YY)

DEPARTMENT CHAIRPERSON: _____

PLEASE PAY THE FOLLOWING:

FUND NUMBER: _____ FUND NAME: _____

PAY TO: _____

ADDRESS: _____ TAX ID. NO. _____

DATE DUE _____

PURPOSE:	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

INSTRUCTIONS:

1. ALL CUSTODIAL ACCOUNTS MUST BE APPROVED BY CHAIR & DEAN.
2. KEEP COPY FOR YOUR RECORDS.
3. SEND SIGNED FORM TO FOUNDATION.
4. ATTACH SUPPORTING INVOICES, RECEIPTS, ETC. TO FOUNDATION'S COPY ALONG WITH ADDRESSED ENVELOPE - EITHER STAMPED OR WITH YOUR DEPARTMENT CODE.

APPROVALS:

DEPARTMENT CHAIRPERSON:

SIGNATURE DATE
DEAN

SIGNATURE DATE
FOUNDATION

SIGNATURE DATE