

Initiator Information

Date _____

(Initiator cannot be Payee, Budget Manager, or Division Leader)

Name _____

Phone # _____

Department _____

LU E-mail _____@liberty.edu

*Banner Document # _____

*Banner Document is a completed and pre-approved encumbrance or purchase order, with an available balance equal to or greater than the total requested below.

Payee Information

Need By Date: _____

Vendor Name: _____

Vendor ID: _____

LU Student or Employee:

LU ID# _____

Non-LU Affiliate:

SSN/Gov't ID: _____

For security reasons, DO NOT write # here.
Call Accounts Payable at 592-3166 with this info.

Address: _____

Citizenship:

Foreign National US Citizen

Foreign Entity US Entity

Complete this section if Payee is not a US Citizen/Entity

VISA Status: _____

Passport Origin: _____

Important Notes:

- No checks will be sent via campus mail.
- Checks to employees can be picked up in Accounting.
- Checks to all other vendors will be mailed; include any forms needing to accompany the check.

Have you ensured that:

- [] Completed [W-9 Form](#) or [W-8 Form](#) is attached or on file in Accounts Payable for all Non-LU Affiliates.
- [] Contracts/Invoices have been submitted for all payments.

Description/Purpose/Justification of expense:

Commodity	Fund	Orgn	Account	Prog	Activity	Location	Amount
							\$
							\$
							\$
							\$
Total Check Amount:						

Required Signature:

Budget Manager or Division Leader

Print

Sign

Date

*If an approved Banner document number cannot be provided, the following is required:

Explanation / reason for exception: _____

Division Leader

Print

Sign

Date

Budget Analyst

Print

Sign

Date

VP for Finance or CFO

Sign

Date

Submit to:
Accounts Payable
acctspay@liberty.edu