

Student Representative's Signature _____

Student Advisor's Name (print) _____

Student Advisor's Signature _____

Form completed by (print name and phone number) _____

Accounts Receivable Office Use Only

Account Balance on FGIBAVL _____

AR Initial AR Initials Date: _____

Circle One:

Applied to TSAAREV or Turned in to Accounts Payable

Accounts Payable Office Use Only

EXPAGY

EXPSVC

Reportable Expense 1099

AP Approved By _____

Check Number _____

Issue Date _____

Processing Details Completed by AR

Amount was increased to include sales tax

Payee will be sent a 1099

Department received funds electronically

Payee received funds via direct deposit

Check is enclosed

Check is mailed

Applied to payee's account