TUSCULUM
UNIVERSITY
ESTABLISHED 1794

REQUEST FOR VENDOR PAYMENT FORM

Detailed guidelines can be accessed from the Financial Policies and Procedures Handbook, online https://www3.tusculum.edu/finance/; pages 11-13.

Vendor Name _____

Vendor Remit Address _____

Invoice #	Description	Invoice Amount	Account Number	Amount (if multiple GL#s in one invoice)
	Grand Total	$ 0.00		$ 0.00

Requestor Name (Print) _____ Signature _____ Date _____

Approvals:				
Budget Manager	_____	Signature	_____	Date _____
Cabinet Member	_____	Signature	_____	Date _____
CFO	_____	Signature	_____	Date _____
President (if over $1,000)	_____	Signature	_____	Date _____

SIGNATURE/APPROVAL REQUIREMENTS	
$50 or Less	No form necessary
$51 - $500	Budget Manager
$501 - $1000	Budget Mgr, Immediate Supervisor (or Cabinet Member)
$1001 or Greater	Budget Mgr, Immediate Supervisor (Cabinet Member), CFO, President

This form can only be revised by Accounting Office. It may be downloaded online, https://www3.tusculum.edu/finance/, and prepared electronically.

Revised May 2026