



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