

Routing Slip - Multiple Use

TO Accounts Payable
 Purchasing*

DATE _____

FROM _____

DEPT. _____

*Purchasing will forward to Accounts Payable with PO for payment

Vendor name _____

REQ # _____

Vendor # _____

PO # _____

ITEMS ATTACHED

- Invoice
- Contract
- Order Form
- Registration
- Hotel Charge Verification
- Convention/Seminar Verification
- Other

TYPE OF REQUISITION

- Standard
- Prepay
- Blanket
- Construction
- Service
- Payment Only
- Emergency

Invoice #	Invoice Date	Amount
		TOTAL

Delivery Instructions

Mail Check

Date check Needed _____

Person to notify to
Pick up check _____

Phone# _____

Attachment to go with Check

- Invoice(s)
- Purchase Order
- Other

Do Not Mail Check

Reason for not mailing check?

Authorized Department Signature _____