

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