Southwestern Oklahoma State University Foundation, Inc.

100 Campus Drive
Weatherford, Oklahoma 73096
(580) 774-3267

Payment Request

From: _____ Date of Request: _____
Department (MM/DD/YY)

Department Chairperson/Budget Unit Head/Dean: _____

Please check if the funds are:

○ Foundation Funds ◉ Department Foundation Funds ○ SW Foundation Grant Funds ○ External Grant Funds

Payable to: _____
Name

_____
Address

_____
City State Zipcode

Purchase Order#

_____

Fund #	Fund Name	Purpose	Amount
			$
			$
			$
			$
			$
			$
			$

Total: $_____

Approvals:

_____
Budget Head Approval Date

_____
Budget Head Approval Date

_____
Foundation Approval Date

Instructions:

1. Fill out this form attach any documentation including invoice, and any email approvals
2. Keep a copy for your records