



**Southwestern Oklahoma  
State University  
Foundation, Inc.**

100 Campus Drive  
Weatherford, Oklahoma 73096  
(580) 774-3267 (580) 774-3028

**PAYMENT REQUEST**

FROM: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_  
Department (MM/DD/YY)

DEPARTMENT CHAIRPERSON: \_\_\_\_\_

PLEASE PAY THE FOLLOWING:

FUND NUMBER: \_\_\_\_\_ FUND NAME: \_\_\_\_\_

PAY TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TAX ID. NO. \_\_\_\_\_

DATE DUE \_\_\_\_\_

PURPOSE:	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**INSTRUCTIONS:**

1. ALL CUSTODIAL ACCOUNTS MUST BE APPROVED BY CHAIR & DEAN.
2. KEEP YELLOW COPY FOR YOUR RECORDS.
3. SEND WHITE & PINK COPIES TO FOUNDATION.
4. ATTACH SUPPORTING INVOICES, RECEIPTS, ETC. TO FOUNDATION'S COPY ALONG WITH ADDRESSED ENVELOPE - EITHER STAMPED OR WITH YOUR DEPARTMENT CODE.

**APPROVALS:**

DEPARTMENT CHAIRPERSON:

\_\_\_\_\_  
SIGNATURE DATE  
DEAN

\_\_\_\_\_  
SIGNATURE DATE  
FOUNDATION

\_\_\_\_\_  
SIGNATURE DATE