

Financial Obligation Form

Date

Taken Up _/_/_

Check the appropriate line.		R	ecurring	Paymer	nt PO	D/REQ	Dire	ct Pay	Credit (Card	Credit card#					
		A	Applicant	Informa	ition											
Vendor Enter Vend	or's Information	Origi	nator				Ema	ail				F	hone#			
Vendor					Signature A	pproval										
Address					Budget (authoriz	Officer/De	ean ncluding \$	\$2,500)							Date	
City					Vice-Pr	esident									Date	
State		Zip			(authorized up to & including \$10,000)											
Phone					VP of Fi	inance I on all invoi	ices over	\$10,000)							Date	
Fax																
Email					Preside (can app	nt rove all invo	oices. Am	ounts \$200),000+ requ	ire Preside	ent's signature	e)			Date	
Dept. B	udget Account#						De	escription					,		Amount	
													Total _			
	Vendor#			PO#				Date Er	ntered:		Vo	oucher#				