1. After departmental approvals are obtained, submit original copy of this form to the Accounting Department.
2. Attach either an original invoice or original receipt.
3. For membership and subscriptions, attach the order or renewal form.
4. Do not input an on-line requisition when using this form.

5. If this payment is to a NON-U.S. Citizen for Honoraria go to http://www.southalabama.edu/financialaffairs/taxaccounting/honoraria.html
6. If this payment is to a NON-U.S. company contact the Payroll Office 460-6654.
7. If this payment is to a NON-U.S. Citizen for other purposes contact the Payroll Office 460-6654.

Special Instructions:

<table>
<thead>
<tr>
<th>INDEX</th>
<th>FUND</th>
<th>ORGN</th>
<th>ACCT</th>
<th>PROG</th>
<th>ACTIVITY</th>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>UNIT COST</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

Approvals

Requestor's Signature ___________________________ Date: __________
Request Approved ______________________________ Date: __________
Request Approved ______________________________ Date: __________
Request Approved ______________________________ Date: __________
Request Approved ______________________________ Date: __________