



# Mississippi University for Women

Document # \_\_\_\_\_  
(Comptroller's Use Only)

\*Vendor # \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Invoice #: \_\_\_\_\_

Payment Due: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fund	Organization	Account	Approved Amount
			\$
			\$
			\$
			\$
			\$
Total			\$

Special Instructions:

\_\_\_\_\_  
Signature of Budget Manager

\_\_\_\_\_  
Date

\*Note: If this is a new vendor, make sure Resources Management has the vendor information to set up in Banner. If individual, make sure Resources Management has W9