<b>OKLAHOMA CITY UNIVERSITY PAYMENT FOR</b>	TODAY'S DATE:				
	PAYEE NAME:		BANNER ID:		
Use for: Expense Reimbursements/Reports, Honorariums for Non-Employees,	EMPLOYEE/STUDENT/VENDOR (PLEASE DESIGNATE):	STUDENT			
Awards to Students, Sports Officials, Advances for Group Student Travel,	PAYMENT BY CHECK OR DIRECT DEPOSIT:	DIRECT DEPOSIT	Is Your Direct Deposit Info. Up-To-Date? (Check Applicable Box)	Y	Ν
Estimated Expenses for Purchasing Card Use	NAME OF STUDENT ORGANIZATION:				
	TRIP DATES / DESTINATION (if applicable)				

DO NOT USE THIS FORM TO PAY EMPLOYEE FOR AWARDS, PRIZES, HONORARIUMS, OR GIFTS. OTHER PAYMENT TYPES NEED PRIOR APPROVAL -- CONTACT HR / PAYROLL FOR INSTRUCTIONS. USE THIS FORM TO PAY STUDENTS FOR WORK PERFORMED FOR EVENTS OR OTHER 1 TIME SERVICES AND AWARDS -- NOT TO BE USED FOR GIFTS AND PRIZES

Date of Purchase	Vendor Name (if other than the payee; for mileage reimbursements - use destination/vendor name)	<b>Description</b> (if mileage - # of miles x milage rate)	Business Purpose	Banner Index & Account	TOTAL
NOTE: Documen	tation to be provided includes original recepts along with copies of the	TOTAL	\$ -		

copies of e-mails, registration forms, flyers or other documentation to substantiate expense.

The expenses shown above are accurate and true to the best of my knowledge.

Less Advances Received from OCU (if any)

Print Name	Signature of Payee or Requester	Date	Due to OCU: Unused Funds should be submitted to Student Accounts on Cash Transmittal Form - Copy of Cash Transmittal Form must be attached to this report.
Print Name	Signature of Approving Official	Date	Due to Claimant/Payment Requested

Approval by Asst. Dean, Dean, or VP if needed (Payments over \$5,000 must have VP approval) Date