GEORGETOWN UNIVERSITY

E 1244966

EXPENSE AUTHORIZATION

(See instructions on back)

THIS FORM MAY NOT BE USED TO REQUEST AN ADVANCE: USE APY #005
THIS FORM MAY NOT BE USED TO PAY A NON-UNITED STATES CITIZEN: USE APY #007

CURRENT DATE ☐☐ ☐☐ ☐☐ (MO DAY YR)

US CITIZEN? ☐ **YES** ☐ **NO (If no, complete a *Non-United States Citizen Expense Authorization* APY #007)**

DATE CHECK NEEDED ☐☐ ☐☐ ☐☐

FUND	NUMBER TO CHARGE: ACCOUNT CODE	NUMBER TO CHARGE: CENTER NUMBER	AMOUNT: Dollars	AMOUNT: Cents	IDENTIFYING INFORMATION (15 Characters)
	TOTAL AMOUNT				

PAYEE INFORMATION

PAYABLE TO

STREET ADDRESS **OR** GU COST CENTER

APARTMENT NO. **OR** GU BUILDING/ROOM NO.

CITY (US mail only) STATE ZIP –

SOCIAL SECURITY # **OR** EMPLOYER IDENTIFICATION #

HONORARIA RECIPIENT, CONSULTANTS OR INDEPENDENT CONTRACTORS

CHECK DISTRIBUTION (Check One)

U.S. MAIL ☐

CAMPUS MAIL ☐

ORIGINAL INVOICES AND/OR OTHER SUPPORTING DOCUMENTATION MUST BE ATTACHED IN ORDER FOR A CHECK TO BE ISSUED. SEPARATE DOCUMENTATION MUST BE INCLUDED FOR EACH EXPENSE AUTHORIZATION SUBMITTED. IF THIS PAYMENT IS FOR PERSONAL SERVICES: CONSULTANT, INDEPENDENT CONTRACTOR, HONORARIA RECIPIENT ETC., A W-9 WILL BE REQUIRED. ADDITIONAL PAYMENT INSTRUCTIONS CAN BE FOUND ON BACK OF THE FORM.

PURPOSE OF EXPENDITURE

ATTACHMENTS TO ACCOMPANY CHECK? ☐ YES ☐ NO
DO NOT INCLUDE CHECK ATTACHMENT IF THE CHECK IS BEING RETURNED TO THE DEPARTMENT.

REQUESTOR (PLEASE PRINT) EXTENSION

APPROVAL SIGNATURE EXTENSION

COST CENTER NAME

LOCATION (BUILDING AND ROOM NUMBER)

APY #003
07/92

SEND: WHITE - ACCOUNTS PAYABLE DEPARTMENT, 3 CAR BARN **BLUE** - RETAIN FOR YOUR FILES.