

Tarleton State University
Individual Payment Request

Today's Date: _____

Payee Name: _____

Title: _____

Address: _____

Amount to be paid: _____

Signature of Payee: _____

Date(s) of Service: _____

Give a description of the duties (work) to be performed, statement of benefit to Tarleton State University and a reason for selecting this person over other equally qualified

Tarleton State University Employee OR Texas A&M University System Employee: Yes ___ No ___

If yes, which system part: _____
(If System employee, payment should be processed through Payroll as a One Time Payment Request.)

Social Security number/ Vendor ID Number: _____

Departmental Account to be charged: _____

*Document will be entered into Texan Buy (AggieBuy) and routed for approval.