OFFICE OF THE CONTROLLER
ACCOUNTS PAYABLE
5000 North Willamette Boulevard
Portland, Oregon 97203-5798
(503) 943-7171 / Fax: (503) 943-7433
accounts_payable@up.edu

University of Portland

Reimbursement and Payment Request Form

University of Portland preferred method of payment is direct deposit. Faculty, staff and student payees who have already established direct deposit will receive payment via this method.

Please print

Payee UP ID # _____ Date _____

Payee name _____
FIRST LAST

Address _____
STREET AND NUMBER CITY STATE ZIP

Delivery instructions: (Available for faculty and staff only).

☐ Hold for pickup: Please Contact: Name: _____ Ext: _____ Email: _____

Pickup checks by Friday 3:00 p.m. or checks will be mailed to payee's address.

Fund	Orgn	Account	Activity	Amount
			Total $	

Business purpose of payment

_____

_____

_____

_____

Approval

Authorized budget approver _____ Date _____

Controller's Office signature _____ Date _____

Banner document # _____

1. Attach original receipt(s) and/or invoices(s) for all expenditures listed above.
2. Check request must be signed by an authorized signer for each budget account number listed above.

*Note: All payments and reimbursements are subject to the University's accounting policies.