



**Southwestern Oklahoma
State University
Foundation, Inc.**

100 Campus Drive
Weatherford, Oklahoma 73096
(580) 774-3267

Payment Request

From: _____ Date of Request: _____
Department (MM/DD/YY)

Department Chairperson: _____

Please check if the funds are:

Foundation Funds Department Foundation Funds SW Foundation Grant Funds External Grant Funds

Payable to: _____ Name _____ Purchase Order# _____
Address _____
City _____ State _____ Zipcode _____

Fund Number	Fund Name	Purpose	Amount
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Total: \$ _____

Approvals:

Budget Head Approval Date

Budget Head Approval Date

Foundation Approval Date

Instructions:

1. Fill out this form attach any documentation including invoice, and any email approvals
2. Keep a copy for your records