

Oregon State University

PO Box 1086, Corvallis, OR 97339-1086

Telephone: 541-737-3031 Fax: 541-737-0625

PAYMENT IN EXCESS OF FIVE MILLION DOLLARS

Return completed form with attached original documents to:
OSU Business Affairs, Financial Accounting and Analysis for payment processing.

Vendor	Payment Amount
Banner Document Number	INDEX CODE

Unless otherwise notified, OSU Business Affairs will send payment to the above named vendor via US Postal Service - Returned Receipt Requested. Additional mailing expenses will be billed to the cost center initiating the above payment.

My signature verifies that I, or my designees, have reviewed the above request. I confirm that the appropriate documents are in place and attest to the propriety of the transaction.

For Goods and Services:

For Capital Construction Projects:

Kelly Kozisek
Chief Procurement Officer

Nicole Real
Director of Capital Budgeting, Specialized Admin Svcs

OR

OR

Tamara Gash
Assistant Procurement Director

Diane McGill
Fiscal Coordinator 2

Date: _____

Date: _____

AND

With my signature I attest that the above named transaction is an appropriate expenditure and that I authorize issuance of payment.

W. Glenn Ford
Vice President, Finance and Administration

Sabah Randhawa
Provost, Executive Vice President

OR

OR

Sherm Bloomer
Director, Budget and Fiscal Planning

Becky Warner
Vice Provost

Date: _____

Date: _____