Payment Request Form

TO: Agricultural Research Foundation
1600 SW Western Blvd., Suite 320
Oregon State University
Corvallis, OR 97333

FROM: FST 5/23/2022
Department Date

DIRECTIONS: 1. Submit one Payment Request per VENDOR.
2. Attach invoice. (Payment Requests will not be processed without one attached)
3. Indicate account(s) for payment. You may split payments between ARF accounts as needed.
4. Indicate OSU Activity Code for Transfers to Department FG/FX Index Accounts.
5. Payment Requests MUST have a Business Purpose and proper Signatures/Approval to be processed

<table>
<thead>
<tr>
<th>LIST INDIVIDUAL INvoices</th>
<th>VENDOR NAME and MAILING ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Date</td>
<td>Invoice #</td>
</tr>
<tr>
<td>See attachment</td>
<td></td>
</tr>
</tbody>
</table>

CHECK PAYABLE TO:
Oregon State University
FG097N

State Reason for Expense (Business Purpose):

Signature

Unit Leader Approval/Initials

Unit Leader Printed Name

Business Center Approval

ARF Vendor No.

Payment Request Form

TRAN CODE: MUST CHECK ONE
Supplies & Materials
General Service
Hosting
Prof License & Renewals
Postage & Shipping
Scholarships
Index Payment (FG / FX)