



# University of North Carolina at Pembroke

## DISBURSEMENT REQUEST FORM

DATE:

### PAYABLE TO

FULL NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ BANNER ID: OR FEDERAL TIN: \_\_\_\_\_

U.S. CITIZEN?:  YES  NO

### DISBURSEMENT INFO

DISBURSEMENT TYPE: (Select One)

CHECK  DIRECT DEPOSIT  PRE-PAID DEBIT CARD

HANDLING OPTIONS: (Select One)

MAIL  HOLD FOR PICK-UP

PRE-PAID DEBIT OPTIONS: (Select One)

INSTANT ISSUE (No Name on Card)  CUSTOM (Name on Card)

*\*Available within 1 business day*

*\*Allow 7 to 10 days – Reloadable*

### ACCOUNTING

FUND #	ACCOUNT #	AMOUNT (\$USD)

TOTAL AMOUNT REQUESTED:

### JUSTIFICATION


### AUTHORIZATION

FUND MANAGER APPROVAL	<i>*Required</i>	Signature: _____
ACCOUNTS PAYABLE APPROVAL	<i>*Required</i>	Signature: _____
PURCHASING DEPT APPROVAL	<i>*Required</i>	Signature: _____