



Required for pymts to PU

DISCRETIONARY FUND REQUEST
Please Type or Print Clearly

DATE _____ PRF DISCRETIONARY ACCOUNT # (7 digits) _____
DEPARTMENT (full dept. name) _____
FORM PREPARED BY _____ PHONE # _____

PAYMENT REQUEST (ORIGINAL RECEIPTS/INVOICES MUST ACCOMPANY ALL REQUESTS)

UNIVERSITY ACCOUNT # (if applicable) _____

PURPOSE OF EXPENSE _____

PAYABLE TO _____ AMOUNT \$ _____

TRANSFER FUNDS TO ANOTHER PRF DISCRETIONARY ACCOUNT

TO PRF DISCRETIONARY ACCT # (7 digits) _____ AMOUNT \$ _____

PURPOSE OF TRANSFER _____

Authorized Signature _____ Date _____

Printed Name _____

RETURN FORM TO PRF/KPTC - ACCOUNTS PAYABLE DEPARTMENT