

Instructions:

- *Insert this document into the PDF payment file. This should be page 1.*
 - *Upload final PDF payment file [here](#).*
-

Please indicate the type of special handling you are requesting:

To pick up the check to send via FedEx or to mail with documents.

Email address for *check ready* notification:

A deposit is due and authorized on the Purchase Order. Deposit due date:

NOTE: The payment will issue on the due date. A check will be mailed on the due date; or if the vendor enrolled in ACH, a direct deposit will be initiated on the due date. Must be submitted timely enough to allow 15 business days processing time.

To pick up the check to present to vendor (must be authorized on Purchase Order).

NOTE: Must be submitted timely enough to allow 15 business days processing time.

Date of service:

Email address for *check ready* notification:

Other: