



REQUEST FOR MISCELLANEOUS PAYMENT WITHOUT AN INVOICE

Important: **Do not** use this form if:

Date: _____

- A vendor record hasn't been created in DASH. A vendor must be requested and created before submitting this form.

Vendor Name: _____ Vendor #: _____

Address: _____ PO# (If applicable): _____

UT Departmental Name: _____ UT Departmental Email: _____

Amount Requested: _____

Quantity:	Rate/Unit Price:	Total:
-----------	------------------	--------

Dates of Service: _____ to _____

Description of services or goods being provided: _____

IF THIS PAYMENT IS TO AN INDIVIDUAL, PLEASE FILL OUT THE BELOW QUESTIONS:

- Is the payment to a university employee? Yes No
 Only royalty and clinical trial payments may be processed to employees. All other payments must be made through payroll or an exception granted by the Treasurer's Office.
- Is the payment to a current or future UT student? Yes No
 If yes, a written correspondence must be obtained from the campus financial aid office and attached to the request.
- In what Country were these services performed? _____
- Were the services performed by a non-resident alien? Yes No

If yes, the University's Independent Contractor/Guest Traveler form and all applicable documents must be attached to this request. Visit the System Payroll Office website to learn more about the forms required for these payments – <http://payroll.tennessee.edu/>

DASH Accounting Stream	Approval

- **For Non-Resident Aliens only**, the original form **must** be forwarded to the Accounts Payable Office. accountspayable@tennessee.edu -