



REQUEST FOR MISCELLANEOUS PAYMENT WITHOUT AN INVOICE
T-27 FORM

Important: Do not use this form if:

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

Date: _____

Vendor Name: _____ IRIS Vendor #: _____
Address: _____ SSN/ITIN/FIN#: _____
Contract # (If applicable): _____
UT Departmental Name: _____ Amount Requested: _____
UT Departmental Email: _____

Table with 5 columns: Hour/Day/Week/Lump, X Rate, = Amount to Pay, etc.

Dates of Service: _____ to _____

Description of services or goods being provided: _____

- 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/

Table with 5 columns: Fund, G/L, IO, Amount, Approval

- For Non-Resident Aliens only, the original form must be forwarded to the Treasurer's Office. -