

Payment Information

Date

Payee

(If new vendor, fax/hand deliver completed [PDR](#) to A/P.)

Payee Address

Amount

Type

Purpose

Account Number	Organization	Activity	Natural Acct	Endeavor	Fund	Function	Reserved
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Comments or
Special Payment
Instructions

Authorization

Please Print

Requestor *(Must be on FAH - Cannot be Payee)*

Signature

Phone Extension

Date

Please Print

Authorized Signer *(As designated on FAH - Cannot be Requestor or Payee)*

Signature

Date

Payment authorization is in accordance with the SDSU Fiscal Authorization Hierarchy (FAH)

All university payments are mailed unless *direct deposit* is requested

Return completed form to:
SDSU · Accounts Payable · 5500 Campanile Drive · MC-1611 · AD-116 · San Diego CA 92182
Phone (619) 594-0894 · Fax (619) 594-4917
Or
Email completed form to sdsuapinv@mail.sdsu.edu
Please do not email Payee Data Records (PDR)