

Instructions:

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