

**One Time Payment Request Form – Banner**

This form can be used when requesting a payment to an individual who is not a student, employee, or vendor. This form is typically used to issue refunds for individuals not listed in Banner. This form should only be used if instructed to do so by Purchasing & Accounts Payable.

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| --- | --- |
| **Date Submitted:** |  |
| **Requested By:** |  |
| **Reason for the Request:**  |  |
| **Index – Account** |  |
| **Check Payable To:** |  |
| **Check Mailing Address:**  |  |
| **Invoice: (Office Use Only)**  |  |

Attach all invoices, emails and/or other documentation to support the check request.

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| --- | --- |
| **Item Description** | **Amount**  |
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| **Total Due:**  | $ 0.00 |

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| --- | --- | --- | --- | --- |
| BCM Signature |  | Printed Name |  | Date |
|  |  |  |  |  |

This form and any backup documentation should be emailed to ap.invoice@slcc.edu.