

**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.

|  |  |
| --- | --- |
| **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.

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

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

This form and any backup documentation should be emailed to [ap.invoice@slcc.edu](mailto:ap.invoice@slcc.edu).