

**UNIVERSITY OF WISCONSIN MEDICAL FOUNDATION
DEPARTMENT OF MEDICINE
ACCOUNTS PAYABLE REQUEST**

Payee: _____

(DO NOT use abbreviations - **submit separate request for each invoice**)

for direct payment, attach complete invoice or order form not just the remittance notice

for reimbursement, attach proof of the expense and proof of payment

if a credit card receipt is used as proof of payment, it must include a detailed receipt

Division: _____

(division is the same as program, section, specialty)

COMPLETE ALL SECTIONS LISTED BELOW

Section 1 MISSION
_____ Clinical _____ Teaching _____ Research _____ General Administration

*Unless noted all expenses will be coded to Clinical

*More than one MISSION can be selected - please provide percent split

select one:

_____ division expense _____
_____ division employee expense for: _____
_____ physician professional allotment for: _____
_____ mid-level professional allotment for: _____
_____ other: _____
_____ R&D: _____

Section 2 ACCOUNT

select one:

_____ CME: include pre-approved travel form, conference brochure, and if applicable travel reimbursement form
_____ license
_____ dues: timeframe: _____
_____ subscription: _____
_____ book: title _____
_____ mileage reimbursement: location _____ round trip mileage _____ date _____
_____ faculty recruitment: name _____ PVL _____
_____ resident/fellow recruitment: name _____
_____ meetings: include agenda/purpose and if food is involved include list of attendees
_____ staff relations: if food include list of attendees; if party/reception include Sheri Lawrence's approval

Section 3

amount: \$ _____

Section 4

I certify that the expenses claimed on this form are true business-related expenses, are documented accordingly, and will not be paid from another source. **Signature required for reimbursement**

(signature of person requesting payment or reimbursement)

(date)

(authorizing signature)

(date)

ACCOUNTING USE ONLY

Vendor # _____ Location _____ Voucher # _____
class - operating unit - dept - program - account - fund - product