

EASTERN MICHIGAN UNIVERSITY  
PAYMENT REQUEST

(To be used for payments that cannot be paid through Banner)  
(check one)

\_\_\_\_\_ ACH  
\_\_\_\_\_ WIRE  
\_\_\_\_\_ Auto Debit

**NOTE: REQUEST MUST BE SUBMITTED ALONG WITH AN INVOICE AND FULL WIRING INFORMATION CONTAINING THE SWIFT ID**

**PAYMENT DUE ON OR BEFORE:** \_\_\_\_\_

VENDOR (Smart Id): \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

VENDOR ADDRESS: \_\_\_\_\_

PO# (if applicable) \_\_\_\_\_

Invoice # \_\_\_\_\_ Invoice Date \_\_\_\_\_

Description: \_\_\_\_\_

FOAPAL:     FUND     /     ORG     /     ACCT     /     PROG     /     ACT     /     LOC    

Amount: \_\_\_\_\_

**IF NEW/UPDATED VENDOR ONLY:**

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Bank Account #: \_\_\_\_\_

Bank Routing #: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Approved By: \_\_\_\_\_

Grant Approval (*if applicable*): \_\_\_\_\_

**OFFICE USE ONLY:**

Processor: \_\_\_\_\_ Date: \_\_\_\_\_

Approver: \_\_\_\_\_ Date: \_\_\_\_\_

Check # : \_\_\_\_\_