



Recurring Supplier Invoice

Note: Recurring supplier invoice payment process is for a minimum of six monthly payments. Recurring checks are printed once per month and are available for mailing sometime during the last week of the month before the scheduled payment date. Submit requests to Accounts Payable **at least two weeks** before the first payment is due.

Print and submit the completed form to Payables and Reimbursements, mail code 5912. Contact the Accounts Payable Manager at 480-965-8375 if you have questions about this form.

Check One:

New request Change to existing request

Explain the description change in the field below and attach a copy of the original request.

Cost Center plus Program, Gift, Grant or Project Worktag	Department Reporting/Roll	Spend Category	Other Worktags

A separate request must be submitted for each accounting distribution.

Supplier number: _____
 Supplier name: _____
 Supplier address 1: _____
 Supplier address 2: _____
 Supplier city, state, zip: _____

Note: The Supplier number must be active, and the name and address must match the Supplier record.

Payment request total amount: \$ _____

Payment schedule:

AP USE ONLY	
AP need by:	
Shipping and billing: REC/AP	
Building and room: USB	
Responsible person: AP Supervisor	
#	
Audit initials and date:	

Month	Day	Calendar year	Payment amount	equal installments:
July	01		\$	
August	01		\$	
September	01		\$	
October	01		\$	
November	01		\$	
December	01		\$	
January	01		\$	
February	01		\$	
March	01		\$	
April	01		\$	
May	01		\$	
June	01		\$	
Calculated total payments			\$	

Variance between **Payment request total amount** and **Calculated total payments** must be zero when submitted: _____

Description | Attach required backup documentation per the FIN Manual:

Direct inquiries to:	Department:	Phone:	
Cost Center Manager signature – required:	Date:	Additional approval – if needed:	Date: