The recurring supplier invoice payment process takes place for a minimum of six monthly payments. Recurring checks are printed monthly and are available for mailing 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.

Email the completed form along with supporting documentation to Accounts Payable. Please email Accounts Payable or call 480-965-3511 for questions or more information.

Check one

☐ New request   ☐ Change to the 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 or roll	Spend category	Other worktags

A separate request must be submitted for each accounting distribution.

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

Supplier number: _____

Supplier name: _____

Supplier address one: _____

Supplier address two: _____

Supplier city, state and zip code: _____

Payment request total amount: _____

Payment schedule

Month	Day	Calendar year	Payment amount: equal installments	Accounts Payable use only
July	01		$	AP needs by:
August	01		$	Shipping and billing: REC/AP
September	01		$	Building and room: USB
October	01		$	Responsible person: AP supervisor
November	01		$	#
December	01		$	Audit initials and date:
January	01		$	
February	01		$	
March	01		$	
April	01		$	
May	01		$	
June	01		$	
Calculated total payments			$	

When submitted, the variance between the payment request total amount and the calculated total payments must be zero.

Description — attach the required backup documentation per the FIN manual:			
Direct inquiries to:	**Department:**		**Phone:**
Cost center manager signature — required:	**Date:**	**Additional approval — if needed:**	**Date:**