



Agency Payment/Withdrawal Request

[Enter a ticket
in Aggie
Service Desk](#)

Instructions: Use this form for agency payments, reimbursements and cash withdrawal. 1) Compile all information on request. 2) Include signatures required. 3) Retain a copy of request for agency files. 4) Submit a ticket in Aggie Service Desk and attach form and supporting documentation if required.

Cash Withdrawals: Present approved form to the University Accounts Receivable Cashier's Office, located in the Educational Services Building within one business day. Withdrawals over \$1,000 may require additional days to process. Contact University Accounts Receivable Cashier's Office for details (BPM 8.05.10).

SECTION 1: CONTACT INFORMATION

Date (mm/dd/yyyy): _____ Organization / Club Name: _____

Requestor/Contact Name: _____ E-mail Address: _____ Phone: _____

Advisor/Authority Name: _____ E-mail Address: _____ Phone: _____

SECTION 2: REQUEST DETAILS

Payee Aggie ID: _____ Payee Name: _____

Remit To Address: _____
Street / PO Box City, State, Zip

Description of Goods or Services / Purpose of Withdrawal	Amount
1.	
2.	
3.	
4.	
5.	
Total	

Index	Fund	Account	Amount

SECTION 3: OFFICIAL APPROVAL

I hereby certify balance is available to support the cash withdrawal or payment requested and funds will be used as stated above.

Department Authority

Aggie ID: _____

Printed Name: _____ Signature: _____ Date: _____

Advisor/Authority

Printed Name: _____ Signature: _____ Date: _____

Faculty/Staff Advisor Authorized Organization Member Arrowhead, Inc. Aggie Development, Inc.

SECTION 4: REVIEW AND APPROVAL

Printed Name: _____ Signature: _____ Date: _____