



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 on 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: AGGIE SERVICE CENTER APPROVAL

Printed Name: _____ Signature: _____ Date: _____

Reset