

Southern Methodist University

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Payee Legal Name (Individuals should include full first and last name and middle initial)

SMU ID Country (Foreign)

Permanent Address

City State Zip

U.S. Citizen/Permanent Resident

Department

| Description (appears in GL detail) | Amount | DISTRIBUTION                 |          |         |              | Project (7) | Authorized b |
|------------------------------------|--------|------------------------------|----------|---------|--------------|-------------|--------------|
|                                    |        | Acct (4)                     | Fund (2) | Org (6) | Subclass (5) |             |              |
|                                    |        | Payments to individuals:     |          |         |              |             |              |
|                                    |        |                              |          |         |              |             |              |
|                                    |        | Payments to non-individuals: |          |         |              |             |              |
|                                    |        |                              |          |         |              |             |              |
|                                    |        |                              |          |         |              |             |              |
| <b>Total Payment Amount</b>        |        |                              |          |         |              |             |              |

Special Approvals (Request must be signed by someone authorized to charge against the organization ID's referenced above)

| Typed or Printed Name | Signature | Title | Date |
|-----------------------|-----------|-------|------|
|                       |           |       |      |