



UNIVERSITY of
LOUISIANA
L A F A Y E T T E

AGENCY FUND WITHDRAWAL / DISBURSEMENT REQUEST

This form is used by agency fund account organizations to withdraw funds from the organization's account held by the University.

All fields in this section must be completed by the organization / individual requesting the funds and the appropriate required signatures must be obtained. Once complete, submit the form to Departmental Cashiers located in Martin Hall, Room #117.

NOTE: For check requests, please submit a W-9 from the vendor or the individual the check will be issued to when submitting this request. Please allow at least one week for check processing.

PLEASE PRINT

Date of Request: _____

Clearing Account to be Charged:

Account Name: _____ Banner Fund: _____ Banner Account: 2601

Requested Amount \$ _____ NOT TO EXCEED BALANCE IN ACCOUNT

Funds Withdrawal Type:

Cash (Not to exceed \$100.00)

Check Pay to the Order of: _____

Mailing Address: _____

ULID (if applicable): _____

Transfer Department Name: _____

Fund-Org-Account: _____

Withdrawal For: _____

APPROVALS: (At least **two** authorized signatures listed on the organization's account)

Print Name Signature Contact Information (phone or email)

1 _____

2 _____

CHECK / FUNDS RECEIVED / JV ACKNOWLEDGEMENT

CHECK #: _____ CASH: _____ JV #: _____

Print Name Signature Date Cashier Initials

SUBMIT CHECK TO DEPARTMENTAL CASHIERS