INSTRUCTION FOR COMPLETING A
DISBURSEMENT REQUEST (DR)

Use the Disbursement Request for unusual disbursements that are not related to the procurement of goods and services, reimbursement of expenditures, or refund of fees and other payments; or when disbursement by Payment Request Document (PRD) is not appropriate due to unusual circumstance. Use the DR only in accordance with BPM E-7-15. All transactions are subject to final approval by the Office of the Treasurer.

Note: *For timely and efficient processing, complete each DR in its entirety and obtain proper approval. Accounts Payable will reject and return to the originating department all documents that are incomplete, lack a detailed description of items purchased or the reason for payment, or fail to include the required documentation.*

INSTRUCTIONS

DR Number: The first character must be the letter D. The next five (5) characters must be the **Department Number**. The remaining five (5) characters are free form for use by the department. (Note: Each department should employ a systematic approach that uses the free form characters in a manner that facilitates identifying the documents on their ledgers.)

Date: The date the DR is completed.

SAP Document No.: Leave blank. (for Accounts Payable use only.)

Payee Information: Insert the complete name and address of the payee.

Departmental Information: Insert department name, address and a contact person's name and email.

Bank Transfer Request: Check here if this is a request for disbursement by bank transfer and complete page 2. (Instructions are at the bottom of that page.) On page 2, be sure to fill in the cost object for Treasury Services to charge if payment will be by wire transfer.

Description/Reason for Disbursement: Provide a detailed description and reason for the disbursement request, including justification for not using a PRD. Attach supporting documentation, such as invoices or receipts.

Total Disbursement Amount: Insert the total amount of the disbursement request.

Accounting Information: Insert the appropriate data for the disbursement in each field according to the field title/header.

Authorization for Payment: Secure the signatures of the appropriate authorizing and approving officials.

Processing: Submit the completed form to the Accounts Payable Department, Office of the Treasurer.