



UNIVERSITY OF BRITISH COLUMBIA

FACULTY OF LAW | AT ALLARD HALL

PAYMENT AUTHORIZATION FORM

1. To be completed by Faculty and Staff for payment to an external vendor.
2. Complete this form and attach it with the original invoice when submitting it to the Finance office, room 258.

Vendor name:	
Invoice#:	
Purpose of charge:	
Amount of Invoice: (CAD/USD/EURO/Other)	
Speed chart/PG:	
Expense Account: (Finance to fill out)	
PG Manager's Name:	
PG Manager's Authorization: (signature/email)	
Special mailing instructions:	

Additional Comments:

For question/inquiry, please contact:

Daniel Johnstone Phone: 2-2992 Email: johnstone@allard.ubc.ca	
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Monzur Siddique Phone: 2-9167 Email: siddique@allard.ubc.ca	
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For Law-Finance Office use: Date Received:
