



Payment Voucher for Individual Services

TEXAS WOMAN'S UNIVERSITY™

Please type or print form. If you have questions in completing this form, contact TWU Accounts Payable (940) 898-3536. Upon completion, send to: TWU Procurement and Contract Services Office, PO Box 425439, Denton, TX 76204-5439. Form may also be emailed to: twupayables@twu.edu

Date

Purchase Order Number

Department Account Number

Payee Name

Remit Street Address

City

State

Zip Code

Service Date

Description of Service

Amount

Total _____

APPROVALS

Print Name

Signature

Print Department Approver's Name

Department Approver's Signature

Note: If the individual is from a foreign country, please contact TWU [Human Resources](#) for additional instructions.