



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 Financial Services, 304 Administration Dr, Denton, TX 76201. 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.