



# 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](mailto: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.