



Controller's Office  
Florida State University

Payables and Disbursement Services  
5607 University Center A  
Tallahassee, FL 32306-2391  
[SpreadsheetUpload@fsu.edu](mailto:SpreadsheetUpload@fsu.edu)

## Spreadsheet Upload Payment Request Form

### Department/Requestor Information

Department Name	<input type="text"/>	Contact	<input type="text"/>
Phone Number	<input type="text"/>	Email	<input type="text"/>
Date Requested	<input type="text"/>	Date Required	<input type="text"/>

### Special Handling Request

Due to Covid-19 checks are no longer available for pick-up at Disbursement Services (UCA 5<sup>th</sup> Floor). Checks can be mailed to a department representative using a university mail code or approved address.

Special Handling Instructions	<input type="text"/>		
Email	<input type="text"/>	Mail Code	<input type="text"/>
Phone Number	<input type="text"/>		

### Distribution Information

	Invoice	Business Unit*	Dept.	Fund	Project**	Account Code	Chartfield 1*	Chartfield 2*	Chartfield 3*	Activity ID*	Asset
	<b>Total Amount</b> * Required for Projects      **Optional										

Comments/Justification

### Approvals

Department Head / Budget Manager's Signature and Date

(Cannot be person completing the form)

Provost Office Approver's Signature and Date

(Only Required if paying a research participant on non-research sponsored funds)

Sponsored Research  
Approval

Foundation Approval

Research  
Foundation Approval