

# Southern Methodist University

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Payee Legal Name (Individuals should include full first and last name and middle initial)

SMU ID Country (Foreign)

Permanent Address

City State Zip

U.S. Citizen/Permanent Resident

Department

DISTRIBUTION							Authorized b
Description (appears in GL detail)	Amount	Acct (4)	Fund (2)	Org (6)	Subclass (5)	Project (7)	
Payments to individuals:							
Payments to non-individuals:							
<b>Total Payment Amount</b>							

Special Approvals (Request must be signed by someone authorized to charge against the organization ID's referenced above)

Typed or Printed Name	Signature	Title	Date