

The University of Tennessee Special Remittance and Order Form

TO: _____

DATE _____
 TOTAL \$ _____
 CHECK NO. _____
 DOC. NO. _____

VENDOR FEDERAL ID NO. _____

Please process the following order and deliver to the University of Tennessee at the address shown below. A University check has been issued for the total indicated above and will arrive separately. The check number is included to assist you in identifying payment for this order. Thank you.

Quantity	Description	Unit Price	Total

Deliver to:
 The University of Tennessee

Cost Ctr/WBS Name	Cost Ctr/WBS Element No.	G/L Acct.	Amount

_____ Approval

Instructions to departments : This form should be used only when advance payment is required for goods and an invoice cannot be obtained. This form should **not** be used for conference and seminar registration fees (see Form T-30) or services to individuals or companies (see Form T-27).

A copy of this form must be forwarded to the vendor in an expedient manner on the same day the University issues the payment. Refer to IRIS to determine when the University check is issued and indicate the check number in the space above.

Support, such as an order form or subsequent notice, should be attached to the approved form and maintained in the responsible office.