

Finance – One Washington Square – San José, CA 95192-0008

Main: 408-924-1558

This form is used in conjunction with [Direct Payment and Employee/Student Reimbursement](#)<sup>1</sup> requests to provide additional information for supporting documents [i.e. receipts, invoices, request for payment of stipends, and guest speakers]. Upload this form along with supporting documents for your request in [Financial Transaction Services](#)<sup>2</sup> [FTS]. Note: The Generic Invoice is not required when supporting documents alone provide adequate information to process the request.

I. Requester Cons2 [(l.)-c255e(e )-1.7(e )148 0 Td ( )Tj58-6s i.4 41150 0 65.64/MC.28 0.7W nC ET /P

Service Date[s]: \_\_\_\_\_

Purpose: \_\_\_\_\_

III. Pay To [Payee] or Receipt Informati