Caltech

Mixed GL/PTA Payment Request Form

Instructions:
This form is intended for requests with GL account or GL/PTA combination entries. Upload this completed template with supporting documentation through TechMart using the GL & Mixed GL/PTA Payment Request form.

Section 1- Payee Information:

Date:	Date Required:	Supplier Name (Payee):		If Student/Employee, enter UID:
Address:		City:	State:	Zip Code:	Country:
Email Address:	Phone	Please select from the payment category below:

Section 2- Wire Instructions (Finance Use Only)

Beneficiary Name (If different from Payee Name):	Beneficiary Bank Name:
Currency:	Bank Account Number	ABA Routing Number:
IBAN:	Swift/BIC Code (International Use):

Section 3- Expense Distribution:

Project / Task / Award / or GL#:	Expenditure Type (Required for PTA)	Amount:
Project / Task / Award / or GL#:	Expenditure Type (Required for PTA)	Amount:
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Project / Task / Award / or GL#:	Expenditure Type (Required for PTA)	Amount:
Project / Task / Award / or GL#:	Expenditure Type (Required for PTA)	Amount:
		Total:

Section 4- Description/Justification:

Section 5- Requestor/Approver:

Requestor Name:	Dept. Name:	Extension:
Approver Name:	Approver Signature:	Date Approved: