Section title	How to complete section
Date	Enter the date the request was prepared (Today's date).
Amount Requested	This amount is automatically calculated when amounts are entered in the amount section below.
Date Needed	Enter the date the check or (petty)cash is needed. If there is an invoice attached showing terms of net 30 Accounts Payable will insure the check two weeks before the due date.
Name	Enter the payee's full name (Employee, Student, Vendor, etc.)
Attn:	Enter the attention to of the person receiving the check (if applicable)
Vendor/Maryville ID#	Enter the vendor, student, or employee 7-digit ID# . (leave this section blank if unknown) If it is a new vendor please make sure a submit a W9 (located on the portal) in order for Accounts Payable to the vendor in the system.
Street	Enter payee's street address.
City, State, Zip	Enter payee's city, state, and zip code.
Check disbursement options	Please check ONLY one (1) box.
Enrolled in ACH	