LSUS
LOUISIANA STATE UNIVERSITY SHREVEPORT

DIRECT PAYMENT REQUEST   LSUS AS580

Complete this form to request payment of non-PO invoices. Attach the invoice to be paid as supporting documentation.

MAIL CHECK		RETURN TO DEPT.			FISCAL YEAR	

REQUEST DATE			INVOICE NO	

DEPARTMENT	
CONTACT	
PHONE		EMAIL	

PAYEE	
ADDRESS	
CITY		STATE		ZIP	

DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
		TOTAL INVOICE	

REASON WHY A PURCHASE ORDER WAS NOT ISSUED FOR THIS PURCHASE:

WORKDAY ACCOUNT NUMBER	WORKDAY ACCT. NAME	SC CODE	AMOUNT

NOTE: This form does not require a signature approval. Once Accounting Services has entered it as a supplier invoice, the transaction will route for approvals in Workday.

Revised 11/2022