



BAA Requisition

DATE _____

Payment Payable To: _____

Amount of Payment: \$ _____

Purpose

____ For Reimbursement – Attach Supplier’s Receipt (receipt must show 1. supplier’s name, 2. date, 3. description of goods or services, 4. \$ amount, 5. paid)

____ For Payment To A Supplier – Attach Supplier’s Bill or Invoice

Requested By _____

Approved By _____ Date _____

2nd Approval By _____ Date _____