



UNIVERSITY OF BRITISH COLUMBIA

FACULTY OF LAW | AT ALLARD HALL

PAYMENT AUTHORIZATION FORM

1. To be completed by Faculty and Staff for payment to an external vendor and WorkTag manager approval.
2. Complete this form and attach scan PDF (1 receipt/scan) of the invoice/s and/or receipts when submitting to UBC Law Finance office, (by email - lawfinance@allard.ubc.ca) for processing. If submitting in person, please bring completed form and original receipts to Room 258.

Vendor name:	
Invoice#:	
Purpose of charge:	
Amount of Invoice: (CAD/USD/EURO/Other)	
Worktag:	
Expense Account: (Finance to fill out)	
Worktag Manager's Name:	
Worktag Manager's Authorization: (signature/ email approval)	
Special mailing instructions:	

Additional Comments:

For question/inquiry, please contact:

For Law-Finance Office use: Date Received:

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