



REQUEST FOR MISCELLANEOUS PAYMENT WITHOUT AN INVOICE
T-27 FORM

Important: Do not use this form if:

- A supplier record hasn't been created in Payment Works. A supplier must be requested and created before submitting this form.

Date: _____

Supplier Name: _____ Dash Supplier #: _____

Address: _____ SSN/ITIN/FIN#: _____

Contract # (If applicable): _____

UT Departmental Name: _____

Amount Requested: _____

UT Departmental Email: _____

Amount Requested

Table with 5 columns: Hour/Day/Week/Lump, X Rate, = Amount to Pay, etc.

Dates of Service: _____ to _____

Description of services or goods being provided: _____

- Is the payment to a university employee? Yes No [checkbox] [checkbox]

Only royalty and clinical trial payments may be processed to employees. All other payments must be made through payroll or an exception granted by the Treasurer's Office.

- Is the payment to a current or future UT student? Yes No [checkbox] [checkbox]

If yes, a written correspondence must be obtained from the campus financial aid office and attached to the request.

- In what Country were these services performed? _____

- Were the services performed by a non-resident alien? Yes No [checkbox] [checkbox]

If yes, the University's Independent Contractor/Guest Traveler form and all applicable documents must be attached to this request. Visit the System Payroll Office website to learn more about the forms required for these payments - http://payroll.tennessee.edu/

Table with 3 columns: Chart of Accounts, Amount, Approval

- For Non-Resident Aliens only, the original form must be forwarded to the Treasurer's Office. -