UNIVERSITY OF MICHIGAN
FINANCE

PeoplePay
Payments to Non-employee for Services
PeoplePay Multiple Payment Release Form

This form is to be used when creating a payment against an M-Pathways contract. Complete this form, along with an ePro req, to initiate each individual payment throughout the course of the contract. **Do not** use this form when one transaction will be processed with multiple payment release dates automatically scheduled.

PLEASE PRINT CLEARLY

Vendor Name:

Vendor ID:

M-Pathways Contract ID:

Payment Number: Payment Amount:

Description of Service:

Dates of Services:

Special Instructions:

Provide department ShortCode or ChartField combination below: **PLEASE PRINT CLEARLY**

ShortCode:

Fund	Department	Program	Project/Grant	Class	Account	Category
						PPLPY

Prepared by	Uniqname	Phone	Date

Authorizing signature	Title

Routing Instructions: Send this document along with the Req/PO Status Report to PeoplePay Procurement Services, 7071 Wolverine Tower, 1282.
Rev 1/6/11