

UNIVERSITY OF ALASKA FAIRBANKS

E#: _____

UTILITY PAYMENT AUTHORIZATION

In order to expedite payment and avoid late charges on utility payments, utility bills are paid upon receipt of the invoice. A copy of the utility bill will be sent to unit for verification, after payment. If incorrect charges appear, notify Accounts Payable immediately, as most companies allow thirty (30) days to report discrepancies.

I authorize payment of billings received from:

Vendor Name

on manual encumbrance utility authorization number:

Banner Encumbrance \$

Copies of the billings should be sent to:

Unit Name

Unit Authorization Signature Date

If more detail is needed than could be keyed in encumbrance description field, list additional information on phone numbers, account codes, etc. that are to be paid from this encumbrance number:

At the end of the fiscal period, release excess funds by completing the bottom portion of this form and returning it to UAF Budget & Cost Records.

Reduce this encumbrance by \$ _____ to a total remaining encumbrance of \$ _____. If invoices arrive that exceed the remaining encumbrance, I authorize their payment out of:

Fund Org Account

using current year funds.

Unit Authorization Signature Date