

Baylor College of Medicine PayPal Payment Request

PayPal must not be used unless the vendor **only** accepts PayPal as an online payment method. Please obtain a screen snapshot of the vendor website indicating that the vendor is only accepting PayPal payments, have the vendor generate the PayPal invoice, and submit along with this request.

1 Requestor Information

Name _____ BCM Employee ID _____

Email _____ Telephone _____

2 Accounting Information

Company _____ Cost Object Type _____

Cost Center/WBS _____ Business Area _____

Fund Type _____ Internal Order _____

Department _____

3 Vendor Information

Vendor Name _____

Vendor Website _____

PayPal Link for Payment _____

Amount _____ Purchase details _____

4 Signatures

Requestor Name

Requestor Signature

Date

Administrator Name

Administrator Signature

Date