



Campus Recreation

Zelle® Payment Request Voucher

Please fill out the following information using the email address or mobile phone number that you enrolled with Zelle®* and submit with expense receipts (proof of payment) to BUClubSports@baylor.edu.

BU ID: _____

Date Submitting: _____

First and Last Name: _____

Date of Event: _____

Zelle Mobile Number: _____

Department/Club: _____

*OR Zelle Email: _____

**If you did not use a mobile number to register with Zelle*

EXPENSES FOR REIMBURSEMENT

	Date of Expense(s)	Purpose of Expenditure(s)	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
		Additional Sheet (if needed):	-
		Total Reimbursement Amount:	\$ -

Please initial that you have read the following:

The requested Zelle® payment will be sent to the bank account linked to the email address or mobile phone number used to enroll in Zelle®. Please review and confirm this information is correct to ensure you receive payment. The University is not obliged to take any further steps to confirm or authenticate your contact information, and you agree to accept full responsibility for losses resulting from any errors or omissions in the provided information.

Please **do not provide an email address if you enrolled with Zelle® using your mobile phone number**. If you provide both your email address and mobile phone number, Zelle will default to sending the payment to the bank account enrolled with the provided email address **ONLY**. If the email address is not enrolled with Zelle®, the payment will not transact to the provided mobile phone number.

Zelle® may return any transfer transaction to the University if you do not enroll the provided email address or mobile phone number with Zelle®, or if you do not identify a Deposit Account within a reasonable time, not to exceed 14 calendar days, after you are sent notice of a pending transfer transaction.

Any additional information we need to know:

FOR DEPARTMENT USE ONLY:

Department Approver:

Date

Entered into Zelle by:

Date