



Batch Payment Processing Form

The Accounts Payable Batch Payment Processing Form is used to initiate, document, and approve the disbursement of payments to multiple suppliers or individuals in a single batch. It ensures proper authorization, accounting, and timely processing of payments. There should be a minimum of seven (7) transactions to justify the use of the batch payment process, and each supplier should have a W9 on file.

Department Contact Information

Department Name

Address

Department Contact Name

Phone

Email

Batch Information

This form and the [Batch Interface Template](#) should be electronically submitted to acctpay@vt.edu.

Description

Batch Total

Number of Payments

Funding Batch Totals

Fund	Organization	Account	Activity Code	Total Amount

Certification Statement & Signature

I certify that these items or services will be used for official university business and this request follows university policy and procedure.

Preparer

Printed Name

Signature

Title

Date

Authorized Approver

Printed Name

Signature

Title

Date