Note: *Some features may not work when completing the form in the browser. Please download forms to a PDF before entering information. All forms are downloadable PDFs.*

FI 050
09/2022
Division of Finance

Email completed form to:
financesupport@utah.gov
For questions, call **(801) 957-7750**

Record Date 06/10/2026
Fiscal Year _____ Period _____
Vendor Customer _____

Document Number.
Code Department ID

**Name _____
**Alias/DBA _____
**Address _____

Department Control Number (Not Recorded in FINET)

Single Payment ◯ Yes ◯ No

Scheduled Payment Date _____

Handling Code _____ Document Total _____

Clear Form

Disbursement Format _____

**City _____ **State UT **Zip _____

GENERAL ACCOUNTING EXPENDITURE / PAYMENT REQUEST

Invoice Number	Invoice Line	Invoice Date	Ref Doc Code	Ref Doc Dept	Ref Doc ID	Ref Vendor Line	Ref Comm Line	Ref Acctg Line	Ref Type

Line Amount	Fund	Dept	Unit	Appr	Object	Rev Srce	BSA	Activity	Function	Program	Phase

Description	Event Type

Invoice Number	Invoice Line	Invoice Date	Ref Doc Code	Ref Doc Dept	Ref Doc ID	Ref Vendor Line	Ref Comm Line	Ref Acctg Line	Ref Type

Line Amount	Fund	Dept	Unit	Appr	Object	Rev Srce	BSA	Activity	Function	Program	Phase

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Description	Event Type

*Fields Required to Submit Form

*Prepared By _____ *Dept / Unit _____ Phone _____ Email _____ **Required for Misc. Vendor only.

*Department Name _____ *Division _____ *Submitted Date 06/10/2026

Fiscal Year _____

Vendor Customer _____

_____
Department Control Number (Not Recorded in FINET)

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GENERAL ACCOUNTING EXPENDITURE / PAYMENT REQUEST

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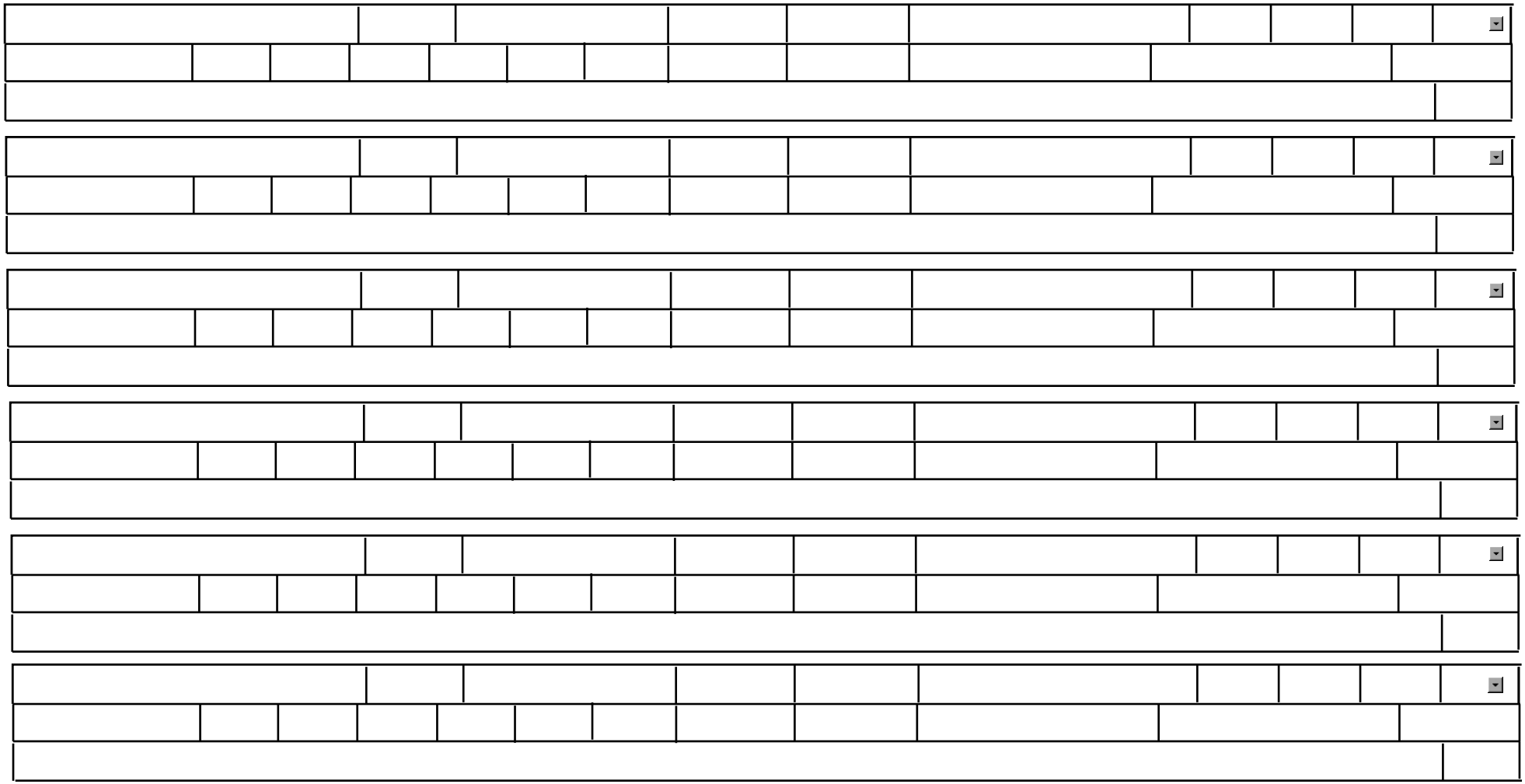
Line Amount	Fund	Dept	Unit	Appr	Object	Rev Srce	BSA	Activity	Function	Program	Phase

Description	Event Type