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|  | | | | | | **Payment Cash Checking**  **Transaction Level Override** | | | | | | | | | | | |
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| Date: |  | | | | | | | Business Unit *(5 digits)*: | | | | | |  | | | |
| Requesting Agency: | | | |  | | | | | | | | | | | | | |
| Requester Name: | | |  | | | | | | | | | | | | | | |
| Requester Phone: | | |  | | | | | | | | | | | | | | |
| Requester Email: | | |  | | | | | | | | | | | | | | |
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| **Transaction Level Override** | | | | | | | | | | | | | | | | | |
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| *Please update the following payment transaction(s) for Cardinal Payment Cash Checking Override.* | | | | | | | | | | | | | | | | | |
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| AP Business Unit *(5 digits)*: | | | | |  | | | | |  | | | | | | | |
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| Transaction Type *(select one)*: | | | | | | |  | | Voucher | | |  | Employee Expense | |  | | Cash Advance |
|  | | | | | | | | | | | | | | | | | |
| Transaction ID: | |  | | | | | | | | Transaction Total Dollar Amount: | | | | | |  | |
| Transaction Vendor Name / Employee Name: | | | | | | | | | | |  | | | | | | |
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| Business Reason for Override: | | | | | | | | | | | | | | | | | |
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| AP Business Unit *(5 digits)*: | | | | |  | | | | |  | | | | | | | |
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| Transaction Type *(select one)*: | | | | | | |  | | Voucher | | |  | Employee Expense | |  | | Cash Advance |
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| Transaction ID: | |  | | | | | | | | Transaction Total Dollar Amount: | | | | | |  | |
| Transaction Vendor Name / Employee Name: | | | | | | | | | | |  | | | | | | |
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| Transaction Type *(select one)*: | | | | |  | Voucher | | |  | Employee Expense | |  | | Cash Advance | |
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| Transaction ID: | |  | | | | | Transaction Total Dollar Amount: | | | | | |  | | |
| Transaction Vendor Name / Employee Name: | | | | | | | |  | | | | | | | |
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| Transaction Type *(select one)*: | | | | |  | Voucher | | |  | Employee Expense | |  | | Cash Advance | |
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| Transaction ID: | |  | | | | | Transaction Total Dollar Amount: | | | | | |  | | |
| Transaction Vendor Name / Employee Name: | | | | | | | |  | | | | | | | |
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| **DOA General Accounting Office Approval** | | | | | | | | | | | | | | | |
| Approved By: |  | | | | | | | | | | Date: | | | |  |
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| **For Processor Use Only** | | | | | | | | | | | | | | | |
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