



PBC Payments Report Research Request

Employee Information:

Employee name _____ Person ID _____

Account assignment information. Please provide details as to where the salary is incorrectly encumbered:

Cost Center _____ Grant _____

G/L Account _____ Internal Order _____

Additional comments:

Please provide a copy of the PAR with the correct account assignment information.

Request submitted by: _____ Date: _____

Email address: _____ Phone: _____

Please submit documentation to Tonya Smiley (smileyt@nku.edu) and Angela Fulkerson (fulkersona1@nku.edu).