

**Accounts Payable Shared Services 3910 Keswick Road–Suite
N-4300 Baltimore, MD 21218-2688**

SAP Recurring Payments Form

Please submit form to the Service Ticket Support Portal at

<https://jhuprocureprod.service-now.com>

Vendor Number:

Name & Complete Address:

Payment Description

Prior Monthly Amount (if applicable):

New Monthly Amount:

Payment Beginning Date:

Payment End Date Schedule:

Business Area:

Cost Center / Internal Order:

Fund:

GL:

Contact Name:

Department Approver's Authorizing Signature:

Contact Information (Phone or Email):

All inquiries regarding recurring payments should be submitted to the Service Ticket Support portal at
<https://jhuprocureprod.service-now.com>

Thank you for supporting our policy and procedures.