



### Request for Check/Payment \*

Reason for Expenditure:

\_\_\_\_\_

Check Needed by:

\_\_\_\_\_

Accounting Use Only

Check Payable to:

\_\_\_\_\_

Pd by initials: \_\_\_\_\_

Include full address

\_\_\_\_\_

Date Pd: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vendor #

\_\_\_\_\_

Check #: \_\_\_\_\_

Invoice #

\_\_\_\_\_

Amount Requested:

\_\_\_\_\_

Amount Pd: \_\_\_\_\_

Key (Fund & Unit):

\_\_\_\_\_

Budget Code\*\* (GL Obj):

\_\_\_\_\_

Person Making Request

Date

Supervisor

Date

Grant Manager

Date

Special Requests:

\_\_\_\_\_

\* One form must be used for each payment request.

\*\* Funds must be available in the account code given or payment will be delayed.