

# CHECK REQUEST FORM

TODAY'S  
DATE: \_\_\_\_\_  
DATE  
DUE: \_\_\_\_\_

- \_\_\_\_\_ MAIL CHECK DIRECTLY TO VENDOR  
 \_\_\_\_\_ VENDOR WILL PICK UP CHECK  
 \_\_\_\_\_ PLACE CHECK IN MY MAILBOX IN FACULTY LOUNGE  
 \_\_\_\_\_ PAY ONLINE/E-PAYMENT

**PLEASE NOTE:** A check/e-payment will not be processed unless an invoice or other appropriate documentation is provided. "Back-up" should include the payee/vendor name, the item/service purchased, and the date, amount, and purpose of the purchase. A credit card sales slip or statement is not suitable back-up.

\_\_\_\_\_  
FACULTY MEMBER/NOTES

<b>MAKE CHECK PAYABLE TO:</b> (Vendor/Payee/Recipient)			
COMPLETE ADDRESS _____ _____			
INVOICE NO.	INVOICE DATE	DESCRIPTION	AMOUNT
SPECIAL INSTRUCTIONS:			
<b>TOTAL AMOUNT OF CHECK* \$</b>			
ACCOUNT NAME(S) TO BE CHARGED	ACCOUNT NO(S).	PROJECT (IF ANY)	AMOUNT
SIGNATURE OF BUDGET HOLDER**			DEPT./ORGANIZATION

\*Amount >\$1000 requires approval of Business Manager. Amount >\$10,000 requires approval of President.

\*\*If you are the Payee **and** the Budget Holder, the Business Manager or President must approve this request.

**BUSINESS MANAGER APPROVAL**

**PRESIDENT APPROVAL**

\_\_\_\_\_

\_\_\_\_\_

**Instructional Departments account number "cheat sheet"**

- |                               |                     |
|-------------------------------|---------------------|
| ***0 Instructional            | ***3 Supplies       |
| ***1 Professional Development | ***4 Guest Speakers |
| ***2 Membership and Dues      | ***5 Other          |

**Business Office ONLY:**

- \_\_\_\_\_ Invoice Entered in the GL  
 \_\_\_\_\_ Invoice Entered in BILL (online)  
 \_\_\_\_\_ Online/E-Payment Entered in the GL