

## CHECK REQUEST

- . All fields must be filled out or payment will not be issued.
- . Original receipt, contract or event registration must be attached.
- . W9 is required for a new vendor.
- . Request for payment must be submitted to Account Payable (A/P) the Friday prior to Thursday's check run.
- . Checks not picked up within one week of issue, will be mailed.
- . Keep copy for your records.

Date Requested \_\_\_\_\_  Mail  Pick-Up

Date Needed \_\_\_\_\_ Dept \_\_\_\_\_

Tax/Emp # \_\_\_\_\_

Payee/Emp Name \_\_\_\_\_

Address \_\_\_\_\_

BUDGET / DEPT CODE				DESCRIPTION	AMOUNT
TOTAL					

Additional Description  
of Purchases

Budget Mgr: (Signature)

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Budget Mgr Name: (Print)