



CHECK REQUEST FORM

U.S. Citizen Yes No

W-9 Attached Yes No (On file)

Student Yes No

Is a Federal or State Grant Budget Code Charged in This Request?

Yes No

*****Requests are due in the Business Office by 5:00 PM Friday.**

Checks are available by 10:00AM the following Friday. Requests received after 5:00 PM Friday will be processed the following week.

To: Business Office

Date: _____

Please issue a check payable to:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Amount: \$ _____

Purpose: _____

Attach Supporting Documentation

Budget/Account to charge

Requestor
(Print and Sign)

Instructions:

Departmental/Senior Staff
Approval (Print and Sign)

Mail to Payee

Return to Requestor