

CHECK REQUEST FORM



DATE: _____

VENDOR NAME: _____

VENDOR NUMBER: _____

DATE NEEDED BY: _____

AMOUNT: _____

LINE ITEM (G/L ACCOUNT): _____

DESCRIPTION/PURPOSE:

SUPERVISOR APPROVAL: _____

DATE: _____

CHECK PICKUP INFORMATION

NAME: _____

DATE: _____

CHECK NUMBER: _____

SIGNATURE: _____

POLICY FOR USING THE CHECK REQUEST FORM:

1. All of the information on the form must be filled out completely on the computer.**(NOTHING should be hand written EXCEPT #5)**
2. This form is to be used only before the event takes place and not after.
3. Instances the fom can be used for: travelhotel rooms & air fare, conference registrations,class trips, cashiers checks, criminal background checks, license plate tags, building rentals, car rentals, damage claims, and brake tags with vehicle number
 - a. A copy of approved tavel authorization should be attached.
 - b. Description Examples:
 - i. 2 rooms @ \$125=\$250 and list the names
 - ii. 3 registration fees @ \$50=\$150 and list the names
 - iii. 25 admission fees @ \$5 ea= \$125 and list the destination
 - iv. Cashier & Criminal background checks-list the respective information
 - v. Building rentals-describe what it is being used for
4. All backup information that you may have for the request should be attached to the form.
5. Make sure that your supervisor has signed and dated the sheet before turning it in to the finance department.