Check Request Cheat Sheet

This Form Must be Verified - See "Approvals"

STUDENT ORGANIZATION ACCOUNTS PAYABLE CHECK REQUEST

Do not use this form for Employee/Student Reimbursements.

	PAY TO	:		(ORG. NAME:	
	ADDRESS:			F	REQUESTED BY: PHONE: DUE DATE:	
py this ormation e W-9				F		
				I		
	IS THE I					ZEN OR PERMANENT s' unless you are paying a foreign e
	* If yes, a	complete	ed and signed	•		form when paying a new vendor.
	* If no, plo	ease conta	act one of the	people listed under "A	Approvals".	
	BUSINES	SS PURPO	OSE (include d	ates, location, event dese	cription):	
ctivity.		NOT Unit(5)	YE: It is abso	-	clude Co, unit, and	d account on each form.
	Co(3)			-		d account on each form. Payment Amount Here
	Co(3)	Unit(5)	Account(5)	-	ct(4)/Category(3)	Payment Amount Here
Sample	Co(3)	Unit(5)	Account(5) 62000	Activity Sub-Ac	ct(4)/Category(3) \$_6.75 \$\$	Payment Amount Here Will Call:
Sample	Co(3)	Unit(5)	Account(5) 62000 See back of sheet	-	ct(4)/Category(3) \$_6.75 \$\$	Payment Amount Here Will Call: Mail to:
Sample	Co(3)	Unit(5) 99999 Org.	Account(5) 62000 See back	Activity Sub-Ac	\$\frac{6.75}{\$}\$	Payment Amount Here Will Call: Mail to:
Sample	Co(3)	Unit(5) 99999 Org.	Account(5) 62000 See back of sheet	Activity Sub-Ac	\$\frac{6.75}{\$}\$\$	Payment Amount Here Will Call: Mail to: Campus Mail:
Sample	Co(3)	Unit(5) 99999 Org.	Account(5) 62000 See back of sheet	Activity Sub-Ac	\$\frac{6.75}{\$}\$\$ \$\\$\\$\\$\\$\\$\\$\\$\\$\\$\\$\\$\\$\\$\\$\\$\\$\\$	Payment Amount Here Will Call: Mail to: Campus Mail:
Sample	Co(3)	Unit(5) 99999 Org.	Account(5) 62000 See back of sheet	Activity Sub-Activity Sub-Activ	\$\frac{6.75}{\$\text{\$\scales}}\$\$\$ \$\text{\$\scales}\$\$\$ \$\text{\$\scales}\$\$\$ \$\text{\$\scales}\$\$\$ \$\text{\$\scales}\$\$\$ \$\text{\$\scales}\$\$\$ \$\text{\$\scales}\$\$ \$\text{\$\scales}\$ \$\text{\$\scales}\$\$ \$\text{\$\scales}\$ \$\text{\$\scales}\$\$ \$\text{\$\scales}\$\$ \$\text{\$\scales}\$\$ \$\text{\$\scales}\$\$ \$\text{\$\scales}\$\$ \$\text{\$\scales}\$\$ \$\$\scale	Payment Amount Here Will Call: Mail to: Campus Mail:

Deadline to submit request is Noon Monday.