

Check Request

La Salle University

VOUCHER NUMBER
FOR BUSINESS OFFICE USE

_____ DATE

ISSUE CHECK TO:
NAME AND ADDRESS

FORWARD CHECK TO:
<input type="checkbox"/> PAYEE <input type="checkbox"/> OTHER:

BUDGET ACCOUNT NUMBER														AMOUNT			
FUND				ORGANIZATION				ACCOUNT				PROG.					
SPECIAL INSTRUCTIONS														TOTAL AMOUNT			

PURPOSE:

REQUESTED BY:		
_____ SIGNATURE	_____ NAME	_____ DEPARTMENT

INSTRUCTIONS: —
 Forward one copy of this form to the Business Office.

Be sure to enter complete and accurate code numbers to which this check is to be charged as well as all other information requested. Missing or incorrect information will necessitate returning the request for clarification and cause a delay in issuing the check.

Indicate any special handling or other necessary instructions. Please remember that unnecessary requests for priority handling will only cause delay to those checks that do in fact require priority handling.

Prepare a separate form for each check required.

IMPORTANT:
 If a College Purchase Order has been issued or if you have an invoice from a Vendor, do not use this form but forward the invoice and/or purchase order to the Business Office for payment.

Payments to employers of the College for services rendered should not be requested on this form but should be requested in writing through the Payroll Department.

FOR BUSINESS OFFICE USE	
PUNCHED	APPROVED