

UNION COLLEGE

Business Office
606.546.1205
purchasing@unionky.edu

Check Request Form

Pay to (name not initials): _____
If new vendor, please attach IRS Form W-9 signed by vendor

Phone number: _____

Date due/required: _____ Approval is on PO#: _____

Requested by (print): _____

Requested by (sign): _____

Business Office Use Only

Received date: _____

Processed by: _____

PO removed? Flag for 1099?

BO approval: _____

Check mailed? Yes No

Additional Information:		Check Total:	
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Department	GL Account No	Check Stub Memo	Amount for this account
<i>Note: only one row must be completed; additional rows only needed if split expense</i>			

Please submit to the Business Office at least 3 business days before check is required. Checks are only printed on Wednesdays; 3 days ahead is Friday prior to check required date.

All fields are required, including PO#. If you did not complete a requisition and receive a PO, please contact the Business Office for further assistance with this request. Not receiving a PO is a violation of purchasing policies.

Special Instructions:

Mail check? No, will be picked up by: (name) _____
 Yes, please mail to following address:

Name: _____
 ATTN: _____
 Street: _____
 Street: _____
 City/State/Zip: _____

Documents to send with check?
 No
 Yes - copy must be attached for BO files

Other instructions: _____
