

INSTRUCTIONS

Internal Check Request or Claim for Reimbursement Form

To be completed by department:

Check payable to: _____ Date _____
 Name _____
 Address _____

Please Itemize:

Description*	12digit account number X-X-XXXX-XXXX	Amount
Total \$		-

*Receipts/invoices must be attached

Check to be sent to payee? yes no

If no, to be sent to _____

Signatures	Phone	Date
_____ Purchaser	_____	_____
_____ Budget Officer	_____	_____
_____ Vice President/Provost (if unsupported expenditure > \$25.00)	_____	_____

Return completed form to Accounts Payable

For Accounts Payable Use:			
Approval for Payment	Initials	Date	
A/P: _____	_____	_____	Date received A/P _____
Controller: _____	_____	_____	Voucher number _____

Date Enter the current date MM-DD-YY.

Name Enter payee name.

Address Enter payee address.

Description Enter description of item purchased. Original receipts/invoices must be attached.

Account Enter the twelve-digit account number X-X-XXXX-XXXX
 Incomplete or inaccurate account numbers will necessitate returning the voucher for clarification and will cause a delay in issuing the check.

Amount Enter the amount to be paid for each line item. Original Receipts/invoices must be attached. Also identify the people, place, and purpose for meal and entertainment expenses.

Total Enter the total amount to be paid. The check will be written for this amount.

Check sent to payee? Indicate whether the check is to be sent to the payee named above.

Purchaser The signature of the purchaser is required here.

Budget Officer The signature of the budget officer is required here.
 Internal Check Requisition and Claim for Reimbursement Forms will **not** be processed without budget officer signature.

Vice President/Provost The signature of the Vice President/Provost is required if an expenditure not supported by invoices/receipts exceeds \$25.00.

Important Do **not** use this form to requisition honorarium checks. Honorarium Check Request Forms are available for that purpose.

Use for

- 1) **Reimbursements.** Receipts/Invoices must be attached.
- 2) **Magazine subscriptions** where payment is required in advance. Please send the subscription form with the internal check requisition. The subscription form and the check will be mailed together from accounts payable.
- 3) **Conference Registrations** where payment is required in advance. Please send the registration form with the internal check requisition. The registration form and the check will be mailed together from accounts payable.
- 4) **C.O.D Orders** indicate that this is a C.O.D. payment by writing "C.O.D. Order" in the Description column. The check will be produced and held by Accounts Payable until a shipping document is submitted.

Return Completed form to Accounts Payable