Check Request Form

Attached is a sample **CHECK REQUEST FORM**. You may pick up the forms at the service center. If you want to put the form on your computer, please be sure to use the same basic format. You may delete the comment portion if your department will not be using it.

CHECK REQUEST FORM

1. **AP TYPE**: *Business Office use only*

2. **1099/SSN:** Requests for the payment of an honorarium to a non-University employee must have the social security or Federal ID # listed. The request must be accompanied by completed and signed W-9 (unless one is already on file). The request can only be made if one of the 3 documents is attached: a) invoice, b) signed contract, or c) letter of confirmation or thank you (said letter to identify the type of service, dates, and payment for service. Payments for services rendered, including honoraria, to a **Pacific employee or student must be processed through payroll**.

3. **Check payable to**: Name to appear on the check.

4. **Address**: The address for the vendor is required, even though you have requested the check be returned to you. If the check is for faculty, staff or a student, please state this in the address (unless the check is to be mailed to their home address). **We cannot send checks to UC boxes.**

5. **Invoice**: List the invoice # or state reimbursement (if applicable). Attach the **original** invoice/receipt.

6. **Description**: State the purpose of invoice/reimbursement, ie: office supplies, subscription, etc.

7. **Account number**: List the 13 digit account number. Separate the account number with dashes in the following format: 0-000-00000-0000.

8. **Amount**: List the amount for each account number listed.

9. **Comments**: *OPTIONAL* This can be used to denote a department class or project that may not be identified by an account number. This is department use.

10. **Voucher #**: Reserved for *Business Office use only*.

11. **Date**: Date prepared.

12. **Date required**: Complete if the check is needed by a specific date. Otherwise, the check will be processed on the next regularly scheduled check run. Accounts Payable will process checks by the invoice terms (if an invoice has Net 30 days, the invoice will be processed for the due date).

13. **Your ref**: Use this space if your department tracks requests.

14. **Attachments to mail**: Check this section if you have attachments to mail (other than duplicate invoice copies). Make a duplicate copy of the form and staple it to the check request (auditor requirement). Paper clip the form to be mailed.

15. **Mail to address**: Mark if the check is to be mailed from the Business Office.

16. **Hold for pick up**: Mark if the check is to be held in the Business Office. If neither block 15 or 16 is marked the check will be mailed (unless it's for staff, faculty or student).

17. **Hold name**: List the name or department that the check is to be held under, if other than the payee (ie: Business Office or department secretary). If this is not marked, the check will be held under the payee's name.

18. **Budget authority signature**: Must be signed by the person authorized to make charges on the account.

19. **Printed name**: Please complete if the signature is not legible.

20. **Ext**: Phone number for contact in case of questions.

21. **For Business Office Use Only**: Reserved for B/O date stamp. D*o not use*.

chkform revised 2/98

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