Check Request Form
Instructions

The check request is primarily used for conference registration, membership dues, or other payment requests requiring special handling (ie: hold for pick up). Use the reimbursement request form for personal reimbursements, not the check request form.

CHECK REQUEST FORM

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

2. **PU ID #**: Pacific University ID #.

3. **Tax ID #/SSN**: For vendors. 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**.

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

5. **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.**

6. **Invoice**: List the invoice # (if applicable). Attach the **original** invoice/receipt/contract.

7. **Description**: State the purpose for the request (ie: conference registration, subscription, etc.).

8. **ECHECK #:** *Business Office use only*

9. **Check Date:** *Business Office use only*

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

11. **Date**: Date request 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. **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.

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

15. **Direct Deposit**: Check if you have signed up for Direct Deposit via Boxer Online (this is a separate process that payroll).

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

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

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

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

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

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

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