# CHECK REQUEST

## INSTRUCTIONS

1. Complete the above section with organization information.
2. Issue up to three checks using the bottom sections.
3. Complete the Account column for each expense.
4. "X" out unused areas.
5. Attach appropriate documentation.
6. Keep the yellow copy for your records.
7. Use a journal transfer to pay other VSCs or University departments.
8. Place in the "In Box."

## ACCOUNT

<table>
<thead>
<tr>
<th>PAY TO</th>
<th>INVOICE # / DESCRIPTION</th>
<th>ACCOUNT</th>
<th>AMOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status: □ Entered □ Partially Rejected □ Rejected</td>
<td>sig</td>
<td>date</td>
<td>GRAND TOTAL</td>
</tr>
</tbody>
</table>

## ASSU COMMENTS

ASSU FINANCIAL MANAGER

ASSU COPY - WHITE | ORIGINATOR COPY - YELLOW