

# Webster University Request for Check

Check Amount: \$ \_\_\_\_\_

Payee Information: \_\_\_\_\_  
Name

\_\_\_\_\_ Street

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cars ID Number

Delivery Instructions	
<input type="checkbox"/> US Mail	
<input type="checkbox"/> Do Not Mail	
_____ Name to Call	_____ Phone Extension

Business Purpose: \_\_\_\_\_

Fund (2 Digits)	Dept./Func. (4 Digits)	Line Item/Object (4 Digits)	Project/Subfund (4 Digits)	Amount
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Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Requestor: \_\_\_\_\_  
 Signature Printed Name Date

Approver: \_\_\_\_\_  
 Signature Printed Name Date

### For Accounts Payable Department Use Only

Accounts Payable Manager Approval: \_\_\_\_\_  
 IV Number \_\_\_\_\_ CARS ID \_\_\_\_\_  
 Input Date \_\_\_\_\_ Initials \_\_\_\_\_

*Instructions: Two signatures are required on all check requests - one of which is the budget authority for the department. All check requests must include an explanation of the business purpose of the expenditure and must have supporting documentation attached.*

*If this is a request for reimbursement, the payee is required to sign as the requestor. The reimbursement request must include original receiptss with the store/company name and date of the expense. If no receipt is available, please attach a note explaining why the receipt is missing.*

*Note: This form is not necessary if you have an invoice. The account number, purchase order number, business purpose, and authorized requestor and approver signatures can be put on the front of the invoice. Use this form to request payment to individuals or companies not paid via purchase requisition/purchase order, vendor invoice, or expense report form. Incomplete check requests will be returned to the requestor.*