

# DREW UNIVERSITY

## Check Request

TO: Accounts Payable

Date of Request \_\_\_\_\_

Please issue check to:

Date Check Required \_\_\_\_\_

\_\_\_\_\_  
Name (Company or Individual)

**(At least 5 Working Days Required)**

\_\_\_\_\_  
\*Social Security Number or EIN number required

Amount of Check \$ \_\_\_\_\_

\_\_\_\_\_  
No. and Street Address

\_\_\_\_\_  
City, State, Zip Code

	Fund	Organization	Account	Program	Amount
1					
2					
3					

Purpose (please reference PO# if applicable):

Requested By \_\_\_\_\_

Approved By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_

Department \_\_\_\_\_

Mail Check

**If a copy of the backup must be mailed with the check, please attach two copies.**

Hold Check – Will Pick Up – VP or Dean Authorization Required

Call Ext. \_\_\_\_\_

\*Social Security Number required, except when Payee is one of the following:

- 1) Corporation (with TIN#), or
- 2) Employee reimbursement, accompanied by full documentation
- 3) Student refund

All other payments reported to the IRS

**For Accounts Payable Use Only**

Voucher No. \_\_\_\_\_

Due Date \_\_\_\_\_

FILE COPY

DREW UNIVERSITY  
Check Request

FILE COPY

TO: Accounts Payable

Date of Request \_\_\_\_\_

Please issue check to:

Date Check Required \_\_\_\_\_

\_\_\_\_\_  
Name (Company or Individual)

**(At least 5 Working Days Required)**

\_\_\_\_\_  
\*Social Security Number or EIN number required

Amount of Check \$ \_\_\_\_\_

\_\_\_\_\_  
No. and Street Address

\_\_\_\_\_  
City, State, Zip Code

	Fund	Organization	Account	Program	Amount
1					
2					
3					

Purpose (please reference PO# if applicable):

Requested By \_\_\_\_\_

Approved By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_

Department \_\_\_\_\_

Mail Check

**If a copy of the backup must be mailed with the check, please attach two copies.**

Hold Check – Will Pick Up – VP or Dean Authorization Required

Call Ext. \_\_\_\_\_

\*Social Security Number required, except when Payee is one of the following:

- 1) Corporation (with TIN#), or
- 2) Employee reimbursement, accompanied by full documentation
- 3) Student refund

All other payments reported to the IRS

<p><b><u>For Accounts Payable Use Only</u></b></p> <p>Voucher No. _____</p> <p>Due Date _____</p>
---