CHECK REQUEST PROCEDURES

1. Complete form below. Multiple lines are provided for charges against different budget line items, e.g., operations, supplies. Please insert account numbers to be charged IF you know them. Otherwise the Disbursing Treasurer (DT) will assign numbers based on "Account Name" provided.
2. Attach receipts and/or invoice.
3. IF YOU ARE THE PAYEE you may NOT approve payment to yourself. Instead, obtain authorization to pay per the list titled "Authorized Signatures for Check Requests (Copies distributed to committee chairs. Also available in the Volunteer Office and Administrator's Office). Authorizations may be made either by actual signature on the request form OR by email. Consult with the DT on procedure for authorization via email.
4. Submit form with receipts and/or invoice to the Disbursing Treasurer. Consider photocopying for your personal or committee records.
5. Allow up to 2 weeks for reimbursement.

Questions/concerns: Please contact the Disbursing Treasurer. Rev. 4/5/11

$$$

UUFC CHECK REQUEST

Today's Date _______________

Payee's Name (Who is check to be paid to?)____

Specify amount(s) requested and the budget account(s) that is (are) to be charged? **Attach Receipts or Invoice.**

Amount (s)	Description of goods or services	Account Name	Account #s
$			
$			
$			
Total **$**			

Signature of person authorized to charge against account(s)_______________________________________

OR authorization may be made via email to the Disbursing Treasurer (SandraS@nctv.com)

Disbursed by___________ on ______________ Check #___________