Check request

About three minutes. For paying someone the organisation already owes.

Questions marked * need an answer.

Checks are written on [Tuesdays]. Send this by [Monday noon] for that week's run, with the invoice or receipts.

1. What is this payment for? *

- ○ Paying an invoice or a fee
- ○ Reimbursing someone for a purchase
- ○ A refund
- ○ A deposit or advance
- ○ A prize, award or honorarium
- ○ Other

2. Make the check payable to *

The exact name the bank will see.

____

3. Payee's mailing address *

____

Street address

____

Address line 2

______________ ______________ ______________

City or suburb | State or region | Postcode or ZIP

4. Is this the first time we have paid them?

- ○ Yes
- ○ No

Only if "Is this the first time we have paid them?" is Yes or "What is this payment for?" is A prize, award or honorarium.

Please ask the payee to send [a W-9] to [accounts payable] directly, and their bank details too if they want a transfer. Never write a tax number or bank account on this form.

5. Amount *

____

6. What is the payment for? *

Be specific, especially if you are not sure which account to charge.

7. Invoice or reference number

____

8. Account or budget code to charge *

Splitting it? Give each code and its amount.

9. Invoice, receipts or other support

Required for reimbursements.

Attach this separately and write what you attached below.

10. Needed by

Date

11. How should the check reach the payee? *

○ Mail it to the payee ○ I will collect it and hand it over

12. Your name *

13. Your email *

14. Department or committee

15. Who approves this? *

Your supervisor, budget officer or treasurer.

16. Declaration *

☐ This is for [organisation] business, it has not been paid another way, and the support attached is genuine.

17. Your signature *

Signature

Date