NEUMANN UNIVERSITY
REQUEST FOR CHECK

MAIL: ________

PICK UP: ________

CHECK PAYABLE TO: __________________________________________

ADDRESS: _____________________________________________________

FEDERAL ID# OR SOCIAL SECURITY #: ___________________________

DESCRIPTION OF PAYMENT: ____________________________________
________________________________________________________________
________________________________________________________________

AMOUNT: ___________________ DATE NEEDED: _________________

ACCOUNT #: ____- _______- ____________-_ ____

DEPARTMENT/DIVISION HEAD: _________________________________

DATE: ________________

CHECKS ARE PROCESSED ON FRIDAY AND READY AFTER 3PM. TO RECEIVE A
CHECK ON FRIDAY, THE CHECK REQUEST MUST BE PROPERLY COMPLETED
WITH THE ORIGINAL INVOICE PLUS ONE COPY AND RECEIPTS IF
NECESSARY. IT MUST BE SUBMITTED TO THE BUSINESS OFFICE BY 5:00 P.M.
THAT MONDAY. A VICE PRESIDENT MUST APPROVE AND SIGN ANY CHECK
REQUEST THAT EXCEEDS $1,000.00. PLEASE CONTACT A/P AT X-5305 FOR
QUESTIONS ON NEW VENDORS, ETC. THANK YOU FOR YOUR COOPERATION.

REVISED: 8/09