

The Check Request Form should be used to request payment for employee reimbursements (not related to travel) and non-employee, student and vendor payments. Each section must be completed; a purchase order is required for requests over \$1,000 (unless a reimbursement). A VP signature is required if a purchase order is not required and request is over \$1,000. Attach supporting documentation (e.g. receipts, invoice, etc.) and submit the request to Accounts Payable for payment. There is a one week turnaround on all requests, and all will be paid via direct deposit or US mail. For questions regarding this form contact Mary Alice Boyd at boydma@queens.edu or x2561.

1 PAYABLE TO

- Individual/Vendor Queens Employee Queens Student

Name: _____

ID #: _____

*The Active Vendor List with ID # is on myQueens. Use this to complete name and ID #. If a vendor is not on the list, a new vendor form is required. Complete the address information below only if a different mailing address is required other than what is listed on the Active Vendor List.

Address: _____

City: _____

State: _____

Zip: _____

2 BUSINESS PURPOSE

This description should include the business purpose of the expense and an explanation of how the expenditure benefits the university and the program for which it applies.

3 PURCHASE ORDER NUMBER

A purchase order number is required for payments over \$1,000. Reimbursements do not require a purchase order.

Purchase Order Number: _____

4 ACCOUNTING DETAIL

13-digit General Ledger Code (not required if PO)	Project Code (if applicable)	Amount
100-01010-13200 (report NC SALES TAX on this line)		
Total		

5 ADDITIONAL INSTRUCTIONS

- Attachment/Enclosure - include a copy of the attachment or enclosure to be mailed with the check

6 APPROVAL SIGNATURES

Requested by Signature and Date: _____

Budget Manager Signature and Date: _____

Vice President Signature and Date: _____