

CHECK REQUISITION

To: ACCOUNTS PAYABLE

Date: _____



Bring this form to the Provost's Office. Make sure you have a summary of expenses + original receipts!

In lieu of a purchase order requisition, travel advance or for items that could be used by an organization or individual for services must include the taxpayer identification or Banner number. You must have a completed IRS Form W-9 attached. This form may be obtained at [forms.html](#) under Misc Forms. The check will be mailed to the payee at the address shown (an address is required). If you want the check to be picked up by the payee, mark an "X" in the hold box.

- 5. If you have any communication or attachments to accompany the check, attach them to this form.
- 6. Documentation **MUST** be attached to this form.

PAYEE

Name New Faculty Name

HOLD

Address Mailing address (or)

blank (check held at cashier's office)

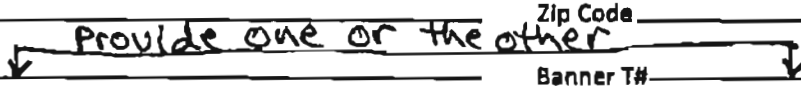
Hold For: _____

City & State _____

Zip Code _____

Tax ID # _____

Banner T# _____



(Tax ID # or T# REQUIRED)

EXPLANATION:

Reimbursement for relocation costs of new faculty member
 \$1000 = COSE (Need Index or Fund/Org/Prog)
 \$2000 = FREL

Amount \$ 3,000

(For Example)

Index _____ Acct _____ Actv _____

Department COSE Fund _____ Org _____ Acct _____ Prog _____

Authorized by Signature of Admin Initiating Form

Dean or Department Head Must have signature

Vice President BRING TO PROVOST'S OFFICE for this

Purchasing Agent _____

- Moving Expenses

Gas Receipts

Shell	\$	37.51 ✓	
Fuel	\$	51.51 ✓	
Circle K	\$	52.51 ✓	
Shell	\$	52.00 ✓	
Shell	\$	36.50 ✓	
Pilot	\$	47.01 ✓	
Maverick	\$	43.00 ✓	
Chevron	\$	35.00 ✓	
KB Express	\$	71.00	\$ 426.04 ✓

Shipping Charges

Lincolnia Station	\$	43.15 ✓	
Lincolnia Station	\$	43.16 ✓	
Lincolnia Station	\$	30.62 ✓	
Lincolnia Station	\$	23.06 ✓	
Lincolnia Station	\$	27.59 ✓	
Lincolnia Station	\$	28.35 ✓	
Lincolnia Station	\$	35.86 ✓	
Lincolnia Station	\$	37.36 ✓	
Lincolnia Station	\$	20.84 ✓	
The UPS Store	\$	25.70 ✓	
Lincolnia Station	\$	27.99 ✓	
Lincolnia Station	\$	16.19 ✓	
Lincolnia Station	\$	44.63 ✓	
Lincolnia Station	\$	46.22 ✓	
Lincolnia Station	\$	58.19 ✓	
The UPS Store	\$	211.81	\$ 720.72 ✓

Lodging

Hampton Inn	\$	162.41 ✓	
Best Western Suites	\$	94.57 ✓	\$ 256.98 ✓

Total Moving Expenses

\$ 1,403.74

PAV