

WABASH COLLEGE

CHECK REQUEST FORM

**STUDENT
SENATE**

Use this form to to arrange for payment to individuals or businesses when a Purchase Order or P-card is not required.

Check Requests received Monday - Friday are processed for the following Wednesday

PAYEE INFORMATION	
FULL (LEGAL) NAME	SSN, EIN, EMPLOYEE OR VENDOR #
MAILING ADDRESS *** REQUIRED ***	Attach completed IRS Form W-9 for <u>all</u> Vendors Fill-in Form is available @ http://wabash.edu/businessoffice/acc

EXPENSE DETAILS			
BUSINESS PURPOSE FOR PAYMENT (i.e. supplies for ____, travel to ____ for ____, meals for ____, food for ____ event) *Mileage rate \$.40/mile (not gas) *Attach MapQuest or Rand McNally printout * List name(s) of travelers * Meals-list name(s) in attendance	CLUB CODE	CLUB/ORGANIZATION NAME	AMOUNT
			\$
			\$
			\$
			\$
			\$
TOTAL CHECK AMOUNT			\$

SIGNATURES/APPROVALS			
REQUESTOR NAME	REQUESTOR SIGNATURE	EMAIL	DATE
CLUB TREASURER NAME	CLUB TREASURER SIGNATURE	EMAIL	DATE
STUDENT BODY TREASURER NAME	STUDENT BODY TREASURER SIGNATURE	EMAIL	DATE

CHECK HANDLING INSTRUCTIONS	
<input type="checkbox"/>	MAIL (USPS)
<input type="checkbox"/>	HOLD FOR PICK UP - Available at the Business Office Front Desk after 2:00 PM following Wednesday
<input type="checkbox"/>	CAMPUS MAIL - Available in the Campus Mailbox after 2:00 p.m. the following Wednesday
<input type="checkbox"/>	E-CHECK Sign up for Direct Deposit (A/P Only) @ http://askwally.wabash.edu

RETURN THIS FORM AND SUPPORTING DOCUMENTATION TO:
STUDENT BODY TREASURER

For Accounts Payable Use Only
Voucher # _____
Date _____
GL #11-00000-7001-00