

CHECK REQUEST FORM

FORM BUS105

For Accounts Payable Use Only

VENDOR NUMBER

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

(refer to the Business Office website at www.wabash.edu/businessoffice for additional information.)

PAYEE INFORMATION	
FULL NAME	Social Security or Federal ID Number
MAILING ADDRESS	If payment is to an <i>Individual</i> , is a W-9 on file in the Business Office? If NO, a completed W-9 MUST be attached. Refer to: www.wabash.edu/businessoffice/acc

EXPENSE/ACCOUNT DETAILS						
DESCRIPTION (for INDIVIDUALS, i.e. Honorarium, Stipend, Services, Expense Reimbursement) or INVOICE NUMBER	DATE OF SERVICE or INVOICE DATE	GENERAL LEDGER ACCOUNT NUMBERS				AMOUNT
		Example				
		11	12345	6789	00	
		FUND	DEPARTMENT	OBJECT	COURSE	
TOTAL CHECK AMOUNT						

DESCRIBE FULLY THE NATURE OF THE PAYMENT (Description will appear in Ask Wally, not on the check)

SIGNATURES/APPROVALS			
CONTACT PERSON	CONTACT PERSON'S EMAIL	TELEPHONE NUMBER	DATE
AUTHORIZED PERSON	AUTHORIZED PERSON'S SIGNATURE	TELEPHONE NUMBER	DATE

CHECK HANDLING INSTRUCTIONS			
5. MAIL	6. HOLD FOR PICK UP	7. SEND CAMPUS MAIL	8. E-CHECK (DIRECT DEPOSIT)
(Enclose attachments if required)	Available at the Business Office Front Desk after 2:00 p.m. every Wednesday.	Will be available in Campus Mailbox after 2:00 p.m. every Wednesday.	http://askwally.wabash.edu

Please send this form with attachments to the Business Office.
Each check request received Monday-Friday will be processed the following Wednesday.