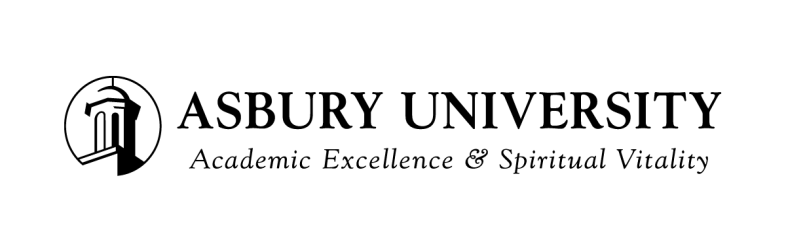
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**Accounts Payable Check Request Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Submitted by: | Full Legal Name | Department: | Department | Date: | Enter a date. |

|  |  |  |  |
| --- | --- | --- | --- |
| Name | | Complete Address | \*Social Security/FED Tax ID# |
| Full Legal Name | |  | SS# or FED TAX ID # |
| Amount | | Purpose (Attachment of supporting documents required) | Date Needed (Checks paid Friday) |
| $000.00 | | Click here to enter text. |  |
| Send check to Payee above  Or Name and Address below | | | Special Instructions: |
| Name | Address | | Click here to enter text. |
| Full Legal Name | | ADDRESS, CITY, STATE, ZIPCODE |
| *\*FORM W-9 must be completed by ALL NON-EMPLOYEE VENDORS to verify legal name, address, and tax identification number. Completed forms are retained on file in the Accounts Payable Office.* | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PO# Split  or Final ? | | **Approval For Payment Section** | | | 1099 for services? |
| Katalyst Account  xxxx . xxxxx | Great Plains Account  xxx – xxxxx – xxxxx - xxxxxx | Amount | Authorized Signature\*\* | Authorized Signer  (Printed Name) | Revenue Acct.  (If applicable). |
| x x x x . x x x x x | x x x-x x x x x-x x x x x-x x x x x x | $000.00 |  | First, Last Name | Rev. Acct |
| x x x x . x x x x x | x x x-x x x x x-x x x x x-x x x x x x | $000.00 |  | First, Last Name | Rev. Acct |
| x x x x . x x x x x | x x x-x x x x x-x x x x x-x x x x x x | $000.00 |  | First, Last Name | Rev. Acct |
| x x x x . x x x x x | x x x-x x x x x-x x x x x-x x x x x x | $000.00 |  | First, Last Name | Rev. Acct |
| Vendor # | Invoice # or Credit Memo | | Acct. Pay. Approval | Controller’s Approval | |
| Vendor # | Invoice # or Credit Memo | |  |  | |
| \*\*Approval certifies that merchandise and/or service has been received in a correct and satisfactory manner. | | | | | |

|  |  |  |
| --- | --- | --- |
| **Payments to Asbury University Employees or Students FOR SERVICES RENDERED** must be processed through the Payroll Department. Any payroll related request must be SUBMITTED TO HUMAN RESOURCES. All other check requests must be submitted to the Accounts Payable Office. | **HR Approval** | **Business Office Approval** |
|  |  |