PRINT

Marywood
UNIVERSITY

Check Requisition Form

This form may be printed and submitted to the Purchasing/Accounts Payable Office.

(Instructions on the next page.)

Department: _____

Dept number: _____ (##.##.######.#####.##)

Amount: $ _____

For:

Special Instructions:

To:

Requested by: _____

Telephone: _____ E-mail: _____

Authorized by: _____

Telephone: _____ E-mail: _____

Date: _____

Per the Official Purchasing Manual proper supporting documentation (backup) must still be submitted to the Purchasing/Accounts Payable Office before any requests will be processed.

Check Requisition Form Instructions

Check Requisitions are to be used only for travel advances, subscriptions and membership renewals and a limited number of special purchase situations authorized by the Accounts Payable Department or Fiscal Services prior to the purchase being made. Proper back-up documentation, i.e. renewal forms, applications or invoices, should be attached to the check requisition. Any check requisition without proper back up attached could delay the processing. Requests for travel advances do not need back-up documentation till after the trip is over.

PURCHASES MADE BY INDIVIDUALS AND SUBMITTED TO THE PURCHASING OR ACCOUNTS PAYABLE OFFICE (WITHOUT PRIOR APPROVAL) WITH A CHECK REQUISITION WILL NOT BE HONORED FOR PAYMENT.

Ordinarily, it can take up to a week for a check to be issued. If a check is needed as soon as possible, the requisition needs to be hand delivered to the Accounts Payable Assistant with a verbal request for the check to be issued ASAP. At that time the requester will be informed of when the check can be issued. Just marking "rush" or "needed by a date" is not sufficient for rush processing.

INSTRUCTIONS FOR COMPLETION

Please type or print neatly.

a. Enter the budget expense account number and expense object classification.
b. Enter amount requested.
c. Enter a brief but complete reason for the check.
d. Name the check is to be made payable to and complete address. The check will be made payable to the name that first appears after "To:".
e. Requisition will not be honored unless it is dated and signed by the person authorized to sign for expenditures from the budget account listed on the requisition.

IF ANY OF THE ABOVE INFORMATION IS MISSING OR NOT FILLED OUT PROPERLY IT COULD DELAY THE PROCESSING OF THE CHECK REQUISITION. ACCOUNTS PAYABLE IS NOT RESPONSIBLE FOR DELAYS BECAUSE OF IMPROPERLY COMPLETED REQUISITIONS.

CHECKS ARE EITHER MAILED TO THE ADDRESS ON THE REQUISITION, OR MAY BE PICKED UP AT THE CASHIER'S OFFICE IF THE CHECK REQUISITION CONTAINS THE NOTATION "PICK-UP". CHECKS MAY NOT BE PICKED UP AT THE ACCOUNTS PAYABLE OFFICE.