



Check Request

In by Friday out by following Friday

Amount of Check	\$	Chartfield String Number (s)	Amount
Payable To:			\$
*Address			\$
			\$

Social Security # of Recipient _____ APU ID# _____

Purpose of Expense:

 (Requests should be for misc. types of refunds)

**Requested By: _____ Date Needed: _____ By: AM PM
 **Department Manager Signature: _____ Date: _____
 Business Office Approval: _____ Date: _____

**The Requestor & Dept. Mgr. Signature can't be the same person
 When check is ready: Notify: _____ EXT
 Mail to Address Above
 Send in Campus Mail to: _____



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