

# Davis & Elkins College Check Request

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**INSTRUCTIONS:** Use to initiate payment of travel advances (indicate destination and dates of trip), honoraria and awards, refund, petty cash reimbursements (attach receipts), reimbursement of campus visitors (official guests or scheduled participants), and similar transactions where an invoice is not normally furnished.

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DATE: \_\_\_\_\_

TO: Accounts Payable/Business Office

FROM: \_\_\_\_\_

Please issue a check for \$ \_\_\_\_\_

\_\_\_\_\_ Date needed in your office

PAYABLE TO: \_\_\_\_\_

\_\_\_\_\_

Reason for Check: \_\_\_\_\_

Account Title: \_\_\_\_\_

Account Number: \_\_\_\_\_

Person Requesting Check: \_\_\_\_\_

(If other than the person with authority to release these funds)

Approved \_\_\_\_\_

Reminder: Prior to purchasing goods and services of \$250 or more, a purchase order must be completed and the necessary authorized signature (s) obtained.

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