

Davis & Elkins College Check Request

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.

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 **\$500 or more**, a **purchase order** must be completed and the necessary authorized signature (s) obtained.
