

Accounts Payable Request for Check Form

Travel Advance Lodging Registration* Vendor requires prepayment
*Registration forms must be attached

Contact Person: _____ Phone# _____

Date Needed: _____ Req# _____ PO# _____
(if available)

Payable to: _____

Account Number: _____

Amount of Check: _____ Check is to be:

Mailed

Picked up by _____

Other Instructions: _____

For example: Please call John Smith at x1234 when check is ready to pick up.
PO total is \$300 for registration for John Smith and Jane Doe. At this time, please
cut check for only \$150 to cover Jane's registration.

Processing Policies:

- The deadline for receipt of this form is 1:00 p.m. on check printing day (MW during summer hours, MTh during fall/spring semesters). If request is received after that time, the check will not be processed until the following check printing day.
- Checks will be mailed or available to pick up from the Cashier's Office after 3:00 p.m. the day after checks are printed. (This allows the Business Office adequate time to obtain the proper signatures and verify the accuracy of your check.)

Please contact the following individuals if you have questions:

- Sandy Koetting, Accounts Payable Supervisor x5058 koetting@lincolnu.edu
- Stephanie Fields, Accounts Payable Clerk x5061 fieldss@lincolnu.edu
- Melissa Schellman, Accounts Payable ClerkII x5064 schellmanm@lincolnu.edu