ACCOUNTS PAYABLE
Request for Check Form

Requester Information

☐ Travel Advance ☐ Lodging(HC needed*) ☐ Registration ☐ Vendor requires prepayment ☐ Other

Contact Person: _____ **Phone#** _____

Date Needed: _____ **Req#** _____ **BPO#/PO#** _____
(see note below*)

Payable to: _____

Account Number: _____

Amount of Check: _____ **Check is to be:**

☐ Mailed

☐ Picked up by _____

*Hotel Confirmation: _____

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 by Tuesday at 3:00 p.m. the day before both paper and electronic checks are to be processed on Wednesday of each week. If request is received after that time, the check will not be processed until the following Wednesday.

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 to obtain the proper signatures and verify the accuracy of your check.)

*Please Note: If the form is submitted without a BPO# or PO# it is the responsibility of the requisitioner to ensure Purchasing assigns a BPO# or PO# in order for Accounts Payable to process check in a timely manner.

Please contact the following individuals if you have questions:
- Jane Shook Floyd, Accountant I - (x5058) - shookfloydj@lincolnu.edu

**Send all check requests to ap@lincolnu.edu
or 820 Chestnut St, Room 204 Young Hall**