

# Check Request

## Indiana University Alumni Association

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Payee: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Sent to: \_\_\_\_\_

Description: \_\_\_\_\_

*First 30 characters appear on check stub*

IUAA Account: \_\_\_\_\_ Amount: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total: \_\_\_\_\_

Signature \_\_\_\_\_ ABO Approval \_\_\_\_\_

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Checks are written every Thursday; therefore, check requests should be submitted to the IUAA Business Office no later than by **noon** on Wednesday.

If you have an invoice, you do not need to fill out this form unless you do not want the business office to mail the check directly to the vendor. If the business office can mail the check, simply write your account number directly on the invoice and have an authorized individual sign the invoice. Please do not write on any portion of the invoice that needs to be returned with payment.

If material needs to be sent with the check (renewal form, registration, etc.), it should be attached along with a second copy to be kept in our files.

Please DO NOT submit shipping documents or statements for payment. We pay only from invoices.

Please DO NOT submit a check request to pay another IUAA account; simply request an internal transfer of funds.

**Each request MUST have:**

An IUAA 10-digit account number(s). Bills may be split among two or more accounts. Seven-digit University account number, i.e. 19-106-XX, are NOT IUAA account numbers

A signature of an authorized individual responsible for the budget area charged.

Adequate documentation attached to the form to justify the request.