



Accounting and Financial Services

Request for Accounts Payable Check Pickup

*****Submit this form with your invoice/purchase order.*****

I request a check pickup from the Accounting Office for the following Requisition/Purchase Order:

RO _____ PO _____ Vendor _____

Requester Name _____ Phone _____

For the following reason:

- Contract Obligation (attach copy of contract with payment terms highlighted)
- Confidential matter, explain: _____
- Other _____

Submission of this form is not a guarantee that your request will be granted. You will be contacted by Accounting personnel letting you know if your request has been granted.

Reasons that requests will **NOT** be granted:

- You desire to pick up the check instead of it being mailed.
- You want to hand-deliver the check to an individual or company.
- You have paperwork to attach to the check. (Instead, send the paperwork to us to be mailed with the check**)
- You promised someone a check by a certain time. (Please don't promise timelines to vendors/students.)

**Either tri-fold your additional pages or attach a note indicating that materials need to be sent with the check.

Accounting Office Use:

Approved Not Approved Comments: _____

_____ Initials: _____