

MANUAL CHECK REQUEST/APPROVAL

Instructions for Requestor:

1. Complete the portion of this form above the dotted line.
2. Attach supporting documentation listed below.
3. In person, submit this form and documentation to the Finance Office.

Supporting Documentation Needed with this Form:

1. Original Invoice in which the total due matches the manual check request amount
2. Hot print of Requisition Entry screen or Invoice Entry screen
3. Department/school authorizing signature on Requisition or Invoice

Date: _____ Requestor: _____

Is this an expense that could be charged to the procurement card? Yes ___ No ___

Justification: Why is a manual check needed? _____

Vendor Name _____ Requisition or Batch number _____

Vendor Number _____ GL Account ____ - ____ - ____ - ____ - ____

Total Amount of Manual Check \$_____.

To be completed by Accounting: All Supporting Documentation _____
Appropriate Signatures (2) on check _____
Great Access Manual entry _____
AP Analyst Initials _____

Comptroller Approval:

Signature

Date

Alternate Approval during absence of Comptroller:

Signature

Title

Date