



- A Request for Check Form **may** be used for:
 - Fees
 - Postal Services/postage
 - Registrations (when PCard is not accepted)
 - Items when PCard and PO's are not accepted
 - Employee incurred expenses other than travel (employee travel must be on a travel voucher)
 - Student travel
 - Food Purchases - Food Justification Form must be attached unless food is used for research in a labor classroom or is for consumption by animals.

- A Request for Check Form **may not** be used for:
 - Memberships
 - Employee Travel
 - Purchases over \$5,000
 - Fund 10 accounts

- Payment for Request for Check form shall be made if the following criteria are followed:
 - Account(s) have funds available
 - Preparer signature
 - Account manager printed name and signature
 - VP of Finance and Administration signature if proper Procurement Policies have not been followed
 - A supervisor's signature is needed if the payee is also the account manager
 - If using a 19 account; the Check Request must be signed by Office of Research & Sponsored Programs prior to being forwarded to Procurement
 - Financial Aid signature required if Payee is a student

- If the supplier is new, a Request for Check Form should include:
 - Completed and signed [W9 form](#) (payment will not be made without a signed form on file)
 - Completed and signed [EFT agreement form](#) (preferred method of payment)
 - Employee and Student reimbursements do **not** require a W9 form

- Payment for Request for Check Form shall be made after services have been rendered.
 - Complete this form, print, and get appropriate signatures before scanning and emailing to procure@twu.edu

- Please allow up to 5 business days for payment processing procedures.
- *Check Request and all applicable attachments should be emailed to procure@twu.edu. Procurement and Contract Services will not be liable for Check Requests sent through campus mail.*

Check Request



TEXAS WOMAN'S
UNIVERSITY™

Is Payee a TWU student? Yes No If yes, route form to Financial Aid first.

Payee Information		Special Handling
Date:		
Name:		
Address:		
City, State, Zip		
Supplier #:		

Description of Payment

Departmental Account Information						
<u>Fund</u>	<u>Funding Source</u>	<u>EOC</u>	<u>Department</u>	<u>Object Code</u>	<u>Grant/Project</u>	<u>Amount</u>
					Check Total	

Authorized Signatures	
Preparer Name/Title/Phone : (type or print)	Signature/Date:
Account Manager: (type or print)	Signature/Date:
	<i>Authorizer: I certify that I have reviewed the claims associated with this payment request, have found them to be in compliance with TWU policies, and authorize payment from the account indicated.</i>
Vice President : (type or print)	Signature/Date:
Vice President for Finance & Administration: R. Jason Tomlinson	Signature/Date:
ORSP (all 19 accounts):	Signature/Date:
Financial Aid (if payee is a student):	Signature/Date:
Procurement Services:	Signature/Date:

Once completed, scan form and email as an attachment to procure@twu.edu