

**UUCB CHECK REQUEST FORM**  
**(revised June 2024)**

**INSTRUCTIONS:**

- 1) Please fill in this form completely.
- 2) Send this form as an attachment to your email.
- 3) Scan any receipts &/or invoices and attach to your email.
- 4) If you are asking for reimbursement, you must have another person (ex: your committee or program chair) authorize the payment; see instructions below.
- 5) Email all completed info to **financeadmin@uucb.org**

**PLEASE TYPE IN THE INFO ON EACH LINE:**

**TODAY'S DATE:**

**AMOUNT:**

**FOR:**

**TO: PAYEE NAME:**

**PAYEE ADDRESS:**

**NAME OF ACCOUNT:**

**BUDGET ACCOUNT CODE (A/C):**

**YOUR NAME:**

**YOUR PHONE #:**

**NOTE THAT IF THIS CHECK WILL BE MADE OUT TO YOU, you will need someone else to authorize payment.**

Contact them to arrange this, including the Name of Account & Budget Account Code info. Then email this completed form to them. They will need to forward it to **financeadmin@uucb.org** with a statement that they authorize payment. Please allow 10 business days to receive your reimbursement check. Thank you.