

UUCB CHECK REQUEST FORM

(email version, 6/9/2022)

INSTRUCTIONS:

- 1) Please fill in this form completely. If you have questions, email Diana (see below).
- 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 **Diana Steinbach, Finance Administrator** , at: 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 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 Diana with a statement that they authorize payment.