



CHECK REQUEST FORM

The Southern Baptist Theological Seminary

INSTRUCTIONS: Appropriate supporting documents MUST be attached to this form.

Date Submitted: _____ Completed by (print name): _____
 Dept. Name: _____

SECTION 1: Payee/Vendor Information

Check Payable to: _____
 Jenzabar Vendor ID: _____
 1099 Vendor _____
 (Accounts Payable Use Only)
 Window Pickup-No Address Needed
 Remit to Address: _____

REQUIRED IF APPLICABLE

Invoice #: _____ (invoice must be attached)
 Purchase Order #: _____ (PO must be attached)
 Capital Project #: _____
 Capital Project Acct #: _____

Check One (if thru a Purchase Order):

Partial Payment Final Payment

SECTION 2: Justification and Account Information

Please type a detailed explanation for the payment (include dates, course numbers, names, business purpose etc).

Check Amount: _____ Requested Check Date: _____
 (see check printing schedule below)
 Acct #1 (16 digits): _____ Amount: _____
 Acct #2 (16 digits): _____ Amount: _____
 Acct #3 (16 digits): _____ Amount: _____
 Memo to be printed on check stub: _____

SECTION 3: Budget Manager's Approval (signifies receipt of goods/services and approval for payment)

Signature _____

Date _____

CHECK ALL THAT APPLY

- Check to be picked up by Payee at Cashier's Window
- Check to be mailed by SBTS Accounting to Payee
- Check to be picked up by the following named SBTS employee _____ to be handed to Payee on campus (Permissible only when Payee is a visitor to campus).
- Does any attached documentation need to be sent with the check?
 Yes, please attach the following: _____

- Vendor invoices are to be paid NET 30, except for Honorariums, Travel Advances, or with Procurement Office approval.
- Checks are printed on Tuesdays and Fridays (unless a Holiday).
- Check requests with all required info will be processed as follows:
 - Requests received by **Friday @ 12pm** will print the next Tuesday.
 - Requests received by **Wednesday @ 4:30pm** will print the Friday of the same week.

INTERNAL USE ONLY

Disbursement Approved by: _____ Data Entered by: _____
 Data Entry Verified by: _____ Human Resources Approval: _____