

SAINT MARY'S COLLEGE
CHECK REQUEST

Check One:

- Mail E-Check (**If enrolled:** for employees or students only)
Visit GaelXpress to enroll
 Hold for Pick Up

Vendor#: _____

Voucher#: _____

Date needed (only if urgent) _____ ***NOTE: Must hand directly to an AP employee***
Normal processing: 7 to 10 business days; may be longer if incomplete or CAR involved

Payable to _____

Amount \$ _____

Address _____

Reason for Issuing _____

Submit white original to Business Office with appropriate back-up documentation attached. Keep copy for your records.

Department _____

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 \$ _____

Request by _____

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 \$ _____

Extension _____

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 \$ _____

Date _____

- PO NUMBER _____ (no additional signatures required)
 CAR NUMBER _____ (no additional signatures required)

- W9 on file

W9 attached

Authorized Signature _____
Date _____
Authorized Signature _____
Date _____

Original: Business Office Copy: Department

Revised Jan 2015