

ADELPHI
UNIVERSITY
Check Requisition

(NOTE: NOT TO BE USED FOR TRAVEL REIMBURSEMENT)

Payable to _____
 Address _____

Today's Date _____
 Amount of Check _____
 Vendor's No. _____

Reason for Disbursement/Business Justification: _____

Mailing Instructions:

FOR ACCOUNTS PAYABLE USE ONLY
Reviewed for:
Authorization
Documentation
Business Purpose
Coding
Math Accuracy
By: _____

Account Number	Amount
Total	

Requested By: _____
 Approved By: _____
 Approved By: (Executive Leader): _____

Voucher # _____