



CHECK REQUEST FORM

All requests should be emailed to Payables@catawba.edu for processing. Please allow a minimum of 10 business days from date of submission, to process all requests.

Request Date:	<input type="text"/>	Fiscal Year:	<input type="text"/>
PAY TO:	<input type="text"/>		Urgent Request? <input type="checkbox"/>
Mailing Address:	<input type="text"/>		Student? <input type="checkbox"/>
City/State/Zip:	<input type="text"/>		Amount : <input type="text"/>

Department Name & Program/Budget Mgr:

Banner Account Coding:

(Fund-Org/Dept-Acct-Prgm)

Please Select one

Hold check:

Mail Check to above address:

Campus Mail:

Description on Each Check Stub:

Purpose:

Requested by	Date	Dean, AVP, VP, Provost or President	Date
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For Office Use Only

AVP/Acct Supervisor Approval	Date	CFO Approval	Date
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Check Request Guidelines:

- The **Check Payment Request Form** is available on the My Catawba webpage at <https://my.catawba.edu/Catawba/Employee-Forms-and-Requests>.
- Completed and signed check request forms should be submitted to the Accounts Payable Department at Payables@catawba.edu as promptly as possible to ensure timely processing.
- All check requests must include the necessary supporting documents, such as itemized receipts, order forms, registration forms, invoices, contracts/agreements, etc. If not all information is provided, check request will be rejected.
- All new vendors must have a **W9** submitted with check request.
- If submitting a check request for multiple invoices for the same vendor, only 1 check payment request form is required. Reference all invoice numbers in the Purpose box and ensure the total check amount is the sum of all invoices included. All invoices to be paid are required to be attached with your request.
- **Stipends/Grants** - Faculty/Staff must be submitted to HR to be processed through payroll. Students - Must be submitted to Financial Aid.
- Checks will be mailed directly to the payee/vendor as specified on the check request.
- **Catawba's fiscal period** runs from **06/01 to 05/31**. Submit requests on time to ensure that expenses are processed and paid within the same fiscal period.
- Do not use the check request form if a **Purchase Order** has been issued for an expense. Submitting a check request with an invoice for an existing purchase order will result in duplicate processing.
- Do not use the check request form for **Travel/Mileage Reimbursements**. Please use the [Reimbursement form Mileage & Travel Expense Form](#).
- The originator of the request must sign the form, and the Department Head and/or Budget Manager authorized to approve expenses for the relevant budget must also sign.
- You must include the **"Fund-Department-Account Code-Program"** on the request form.
- Incomplete or incorrect forms will be returned for correction and resubmission, which will delay processing. Adhering to the above guidelines will help ensure timely payments to individuals and vendors.

Additional Notes:

- **Check Runs** occur every Wednesday Evening. Check requests for vendors will be processed within **10 business days** and reimbursement check requests will be processed within **15 business days** from the date of submission to Accounts Payable, as long as all necessary paperwork is provided & approved.
- If checks are marked as **"hold"**, the Business Office will email you when the check is ready. If checks are not picked up within 2 weeks, the check will be mailed out to the provided address. **Hours for picking up checks are Monday-Friday 10am-3pm.**
- To ensure that **"urgent"** requests are truly reserved for time-sensitive matters, please refrain from marking routine submissions as "Urgent" or "Needed ASAP". This will help us prioritize genuine urgent requests effectively while also remaining considerate to other departments that are also submitting payment requests.