



SPECIAL REQUEST FOR CHECK

Purpose: This form is used to request payment for all foreign drafts and all wire transfers.

Instructions: Provide the requested information, obtain the required departmental approvals, and submit for processing. See *Special Request for Check* on GURU for further details on what attachments are required.

PAYEE - If more than one, attach list and indicate below "See Attached"						
Name:						Social Security Number (if required):
Address:						
City/State/Zip OR City/State/Postal Code/Country:						
CHARGE AS FOLLOWS						
Dept Ref #	Dept Number	Fund Name	Fund #	Object	Project No.	Exact Amount & Currency of Transaction to be used
TOTAL						
PROCESS AS FOLLOWS	<input type="checkbox"/> Foreign Draft ___ Mail check to above address ___ Or Mail check to: _____ ___ Hold and notify _____ Date Required _____			<input type="checkbox"/> Wire Transfer Bank information (may also be attached): _____ Date Required _____		
	Explanation: Give adequate explanation to expedite approval.					
EXPLANATION						
	Any Questions, Please Contact _____		Phone _____		Email _____	
FN18 APPROVALS	This request supports our objectives and is appropriate within University policy for the purpose indicated above.		Sufficient funds will exist for this expenditure. This expenditure complies with University fiscal policies.		Compliance with University policies has been verified.	
	Budget Executive or Budget Administrator _____ Date _____		Financial Officer _____ Date _____		Corporate Controller's Office _____ Date _____	