

**Example and instructions to complete the Berea College Check Request:**

1. Obtain the latest check request form at <https://www.berea.edu/vpf/office-accounts-payable/>. This form is pictured below.

<b>BEREA COLLEGE CHECK REQUEST</b>					DO NOT WRITE IN THIS AREA	
<b>**Please do not Staple or Clip anything to the front of this sheet**</b>						
<b>**The first three objects in bold are required**</b>						
<b>Check Payable to:</b>						
<b>Address:</b>						
					<b>BANNER USERS ONLY</b>	
					Document #	
					Date	
<b>Payee B#/FID #:</b>					Check if 1099 Reportable <input type="checkbox"/>	
Invoice Number:						
Invoice Date:						
Reason for Check:					<input type="checkbox"/> Mail to Payee	
Special Instructions:					<input type="checkbox"/> Hold for Pickup (Limited)	
					<input type="checkbox"/> Attachment to Accompany Che	
<b>Checks are only printed on Tuesday and Friday</b>						
Fund	Org	Account	Prog	Amount		
Total						<b>\$0.00</b>
<b>Department Name:</b>					CPO#:	Phone:
<b>Requestor's Print:</b>					<b>Signature:</b>	Date:
<b>Dept Print:</b>			<b>Head</b>		<b>Signature:</b>	Date:
					/ /	
<b>Office of Financial Affairs Approval</b>					<b>Date</b>	

