

FISCAL AFFAIRS - ACCOUNTING
ACCOUNTS PAYABLE
MANUAL CHECK REQUEST FOR EMERGENCY AID

Campus _____ Date _____

Account Budget Manager _____

Initiator/Contact Person _____

Banner Assigned Invoice No. _____ Dept Phone _____

Vendor Name As it appears in Banner _____

Total Amount of Charges: _____ Vendor ID _____

Explanation: _____

Disbursement Instruction: _____

Set Up Vendor (email Purchasing, AP, Comptroller)

Vendor Application _____

W-9 Form _____

ACH/Direct Deposit Form _____

*Copy of Voided Check or Bank Letter _____

Email Purchasing, AP, Comptroller -Requesting
to Set up Vendor _____

Initiate Direct Pay (email AP and Comptroller)

Invoice or Bill _____

Student Name & Banner ID _____ Should be written on Invoice/Bill

Student Application Info _____ Online Inquiry Form

Grant wording allowing expense _____

Vendor Application _____

Vendor Invoice Number _____ Last Name, Initial Last 5 of Banner ID
Ex. Rodriguez, L 12345

1st Level Approval in Banner _____