WPI CHECK REQUEST
(Send to Accounts Payable)

Payable to: _____

Banner ID #/Vendor #: _____

Seq #: _____

Remit to address:

For Accounting Use Only
Due: _____
Doc #: _____
Document Accounting "Off"
Title To: FG / SR / LS / WPI
1099:   Y / N

SPECIAL HANDLING INSTRUCTIONS (Enter "X")

Indicate if Credit Memo: _____
(Must be on a separate request)

Mail with enclosure   Send to WPI Box _____
Send to Dept. _____   Call _____ @ ext._____ for pickup

Accounting Use Only

Asset Type

Purpose/Description

Attach the following:

Original Invoice   Purchase Order (copy)   Packing Slip (copy)   WPI Vendor Justification Form
(for purchase $10,000 and over)

FABRICATION COMPONENT Y / N	PARTIAL PAYMENT Y / N	INVOICE #	INVOICE DATE	AMOUNT
/	/			
/	/			
/	/			
/	/			

CHARGE TO: (may list one or multiple foapals)

FUND	ORG	ACCOUNT CODE	ACTIVITY CODE	AMOUNT
				TOTAL

Receipt of travel advances: I agree to submit an expense report upon completion of trip or expenditures. If not settled within 60 days from date I received above advance or return from travel, WPI may deduct the amount from my payroll check.

_____
Originator Signature OR   Date
Person receiving funds for travel advance

_____
Originator's Printed Name

_____
Financial Manager Approval   Date

_____
Financial Manager's Printed Name

_____
Controller's Office Approval   Date

Please allow 7-10 days after submitting to Accounts Payable for processing.
Incomplete or inaccurate requests will delay processing

Rev:7/1/12