


**Purchase Request / Check Request Form**

Date: \_\_\_\_\_

 Check Request

 Debit Purchase \*\* pre-authorization always required

 Purchase Request

 Cash Advance

 Mail

 Hand Deliver

Payable to \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Invoice Number \_\_\_\_\_

Comments \_\_\_\_\_

**Account Distribution**

Account Number	Account Name	Item Purchased/Requested	Amount
		<b>TOTAL</b>	

**Authorization**

Requested by \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

See purchase policy

**Finance Office Use Only**

Form 1099 payee \_\_\_\_\_

W9 received \_\_\_\_\_

**\*\*1099 PAYEE CHECKS WILL NOT BE ISSUED UNTIL FORM W9 IS RECEIVED BY FINANCE OFFICE\*\***