

# BALL STATE UNIVERSITY

## ORGANIZATION CHECK REQUEST VOUCHER

VENDOR NUMBER \_\_\_\_\_

VOUCHER NUMBER \_\_\_\_\_

REQUEST  
NUMBER \_\_\_\_\_

CHECK PAYABLE TO		
ADDRESS		
ADDRESS		
CITY	STATE	ZIP

<b>SOCIAL SECURITY OR TAX ID NUMBER (IF REQUIRED)</b>
<b>DATE CHECK REQUIRED</b>

<b>INSTRUCTIONS</b>
<p>SEND THE WHITE AND YELLOW COPIES TO THE ACCOUNTING OFFICE. VENDOR INVOICES OR PAID RECEIPTS MUST BE ATTACHED. FORM MUST BE IN THE ACCOUNTING OFFICE 48 HOURS PRIOR TO ISSUANCE OF CHECK.</p>

CHECK WILL BE MAILED TO ADDRESS INDICATED UNLESS CHECKED BELOW.

CHECK WILL BE PICKED UP IN THE ACCOUNTING OFFICE.

DETAIL DESCRIPTION OF CHARGES	AMOUNT
TOTAL	

I HEREBY CERTIFY THAT THE CHARGES DESCRIBED ABOVE ARE LEGITIMATE EXPENSES OF THIS ORGANIZATION.

ORGANIZATION NAME	ACCOUNT NUMBER	<table style="border-collapse: collapse; margin: auto;"> <tr> <td style="border: 1px solid black; padding: 2px 5px;">0</td> <td style="border: 1px solid black; padding: 2px 5px;">-</td> <td style="border: 1px solid black; padding: 2px 5px;">9</td> <td style="border: 1px solid black; padding: 2px 5px;">4</td> <td style="border: 1px solid black; padding: 2px 5px;"> </td> <td style="border: 1px solid black; padding: 2px 5px;"> </td> <td style="border: 1px solid black; padding: 2px 5px;">-</td> <td style="border: 1px solid black; padding: 2px 5px;">5</td> <td style="border: 1px solid black; padding: 2px 5px;">6</td> <td style="border: 1px solid black; padding: 2px 5px;">9</td> <td style="border: 1px solid black; padding: 2px 5px;">0</td> </tr> </table>	0	-	9	4			-	5	6	9	0	
0	-	9	4			-	5	6	9	0				
APPROVED BY TREASURER	DATE	APPROVED BY ADVISOR	DATE											