

	<p>Teachers College</p> <p>CHECK REQUEST</p> <p>Accounts Payable 120 Whittier Hall Box 235</p>	<p>Mail attachment YES NO Date: _____</p> <p>Requested by: _____</p> <p>Approved by: _____</p> <p>Print name: _____</p> <p>TC ID: T _____</p> <p><input type="checkbox"/> Check if International Activity</p>
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Please make check payable to:

Address:

T #

T

Assigned by Accounts Payable

Document ID number

Date Entered

By

Description	Fund	Account	Amount	
Net Amount of Payment				

NOTE

1. Payee cannot authorize his/her own payment, but may request it.
2. Only individuals on "AUTHORIZED SIGNATURE LIST" can approve a check request.
3. Payment between TC departments should be made only by journal voucher. **NOT BY CHECK.**
4. Attach all supporting documents to the Check Request and forward it to Accounts Payable. If originals cannot be submitted, a memo needs to be attached indicating where supporting documentation is on file and the circumstances for not submitting originals.
5. **HONORARIA and CONSULTANT FEES:**
 - Honoraria can be paid only to individuals who are not TC employees.
 - Furnish details of services with dates and total hours related to payment.
 - Specify Social Security Number and full address of the payee.
6. In the space provided, give a description of the payment.
7. Retain the **DUPLICATE** copy of this request for your records.

