



CHECK REQUEST

CK

NOTE: - UAS requires submittal of original receipts or invoice. **All new vendors must complete the Payee Data Record Form.**
 - Please allow 5-10 business days for check request to be processed for payment.
 - A person may not be both a payee and an authorized signer. In this case, the check request must be approved by payee's supervisor.

[Click Here for Payee Data Record Form](#)

Payee Information:			Requested By:		
Vendor/Payee:			Requester Name:		
STREET			Dept./Room No:		
CITY	STATE	ZIP	Phone/ Ext.:		
			Date:		
IS THE PAYEE A CAL STATE LA EMPLOYEE? Yes No		IS THE PAYEE A UAS EMPLOYEE? Yes No		IS THE PAYEE A US CITIZEN? Yes No	

If you have already filed a Payee Data Record Form please proceed. If you have not, click the link at the top of the page labeled "Payee Data Record Form"

If this is a **Rush** request mark the box and indicated date needed Date needed: _____
 (Additional fee may apply)

Description	Project	Invoice Number	Account	Fund	Dept.	Amount	1099
						\$	
TOTAL						\$	

UAS Use only - Accounting Department Coding			
SUPID:	Payee Data Record Form on File?	Corp.	Sole
Desc.	Invoice No.	Invoice Date:	
Audited by:		Due Date:	
Remarks:			

Sample authorized signatures must be on file at UAS corporate office and agree with the signatures on the request.

Authorized Signatures			UAS Approval
I certify that the expenses incurred are for bona fide business purposes, and the information provided is true and accurate. I certify that the expenditures benefit the educational mission of the CSU as defined by the respective statutes, Board of Trustees policies, campus policy, and UAS policy, and that all items are for official business and include no personal expense. I certify that the above payments, if made to a student, are NOT contingent upon teaching, research, or any other service performed by the student and that each recipient has been notified of the potential tax liability for any amount in excess of tuition/fees, books, supplies, and equipment for courses or instruction.			
Name of authorized signer (Type or Print)	Signature	Date	Approved by
Name of authorized signer (Type or Print)	Signature	Date	Date