

**MUHLENBERG COLLEGE CHECK REQUISITION FORM**



Department Name \_\_\_\_\_ Date \_\_\_\_\_

Account to Charge \_\_\_\_\_ Amount \_\_\_\_\_ Date Needed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of Check \_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supplier Number \_\_\_\_\_

Purpose \_\_\_\_\_

Hold Check for Pickup \_\_\_\_\_ Approved ( Dept Head) \_\_\_\_\_

Mail Check \_\_\_\_\_ Phone Ext \_\_\_\_\_



**\*\* Check requisitions will be processed only once a week and must be turned in by 3 PM on Fridays in order to have checks ready by 3 PM on Thursday.**

\*\* Check requisitions should be used for subscriptions, publications, booklets, guest speakers, advances, renewals, conferences and dues.

\*\* Please attach the original and one copy of the order form and an addressed envelope to the check requisition for subscriptions, publications,booklets,renewals,conferences and dues. Checks for these items will be mailed directly to the vendor for security and speed.

\*\* Advances and guest speaker checks will be available for pickup after 3 PM on Thursdays in the Business Office.

\*\* Questions related to purchase orders should be directed to Purchasing ext. 3116.

\*\* Business Office Office ext. 3156.

**\*\* One Copy to Accounts Payable** **\*\* Retain copy for your records**