

Check Request Form

--Check requests for students must include the student's ID number and contact information.

--Check requests for services performed by individuals (such as speakers) must be accompanied by a completed W9 form. If request is for services rendered by a student or employee of OBU, please check with Human Resources.

--Requests submitted with all completed information by 12:00 p.m. on Monday should be included in Tuesday's check run. Completed requests submitted by 12:00 p.m. on Thursday should be included in Friday's check run.

Note: This form is not necessary when submitting invoices for payment.

Date* _____
Month Day Year

Department* _____

Payable To* _____
First Name Last Name

Amount* _____

Account Number* _____

Student ID Number _____

Address of Payee

Street Address Address Line 2

City State Zip

Purpose*

Check Delivery Options* Pick Up Mailed Contact by email for pickup
Contact Name _____
Contact Email address _____

Authorized* _____
First Last