

BENNETT COLLEGE for WOMEN
900 EAST WASHINGTON STREET
GREENSBORO, NC 27401

PURCHASING DEPARTMENT
TELEPHONE #: (336) 517-2117 or 2115
FAX #: (336) 517-2113

ACCOUNTS PAYABLE DEPARTMENT
TELEPHONE #: (336) 517-2119
FAX #: (336) 517-2113

CHECK REQUEST

ORGANIZATION NAME: _____ ID#: _____ ORGANIZATION BALANCE _____
(If Applicable, Student Organizations Only)

DEPT. TELEPHONE # _____

PAYABLE TO: _____

DATE NEEDED: _____

AMOUNT: _____

DESCRIPTION: _____

REQUESTED BY: _____ BUDGET NUMBER #: _____

APPROVED BY: _____
ADVISOR (STUDENT ORGANIZATIONS ONLY)

RETURN CHECK TO: _____

REQUEST FOR CHECK PICK-UP MUST BE DONE IN WRITING AND APPROVED BY THE VICE PRESIDENT FOR BUSINESS, FINANCE & TECHNOLOGY

***** APPROVAL SIGNATURES *****

DEPARTMENT HEAD/PROJECT DIRECTOR _____ DATE _____
VICE PRESIDENT _____ DATE _____
GRANTS AND CONTRACTS ACCOUNTANT (IF APPLICABLE) _____
CONTROLLER _____ DATE _____
VICE PRESIDENT FOR BUSINESS, FINANCE & TECHNOLOGY _____ DATE _____

DIRECTOR OF SPONSORED PROGRAMS _____ DATE _____
(RESTRICTED FUNDS ONLY)
PRESIDENT _____ DATE _____
(IF APPLICABLE)

PLEASE SUBMIT REQUEST TO THE PURCHASING DEPARTMENT FOURTEEN(14) DAYS BEFORE CHECK IS NEEDED; ATTACH SUPPORTING DOCUMENTATION AN EXPENSE REPORT MUST BE SUBMITTED TO THE CONTROLLER'S OFFICE WITHIN TEN (10) DAYS FOR RECEIPT OF CASH ADVANCE.