

**BENNETT COLLEGE
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: _____

Total \$0

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 AND FINANCE

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

DEPARTMENT/UNIT HEAD/PROJECT DIRECTOR _____ DATE _____

DEAN _____ DATE _____

ASSOCIATE VICE PRESIDENT _____ DATE _____

VICE PRESIDENT/ PROVOST _____ DATE _____

GRANTS AND CONTRACTS ACCOUNTANT (IF APPLICABLE) _____

ASSOCIATE VICE PRESIDENT/CONTROLLER _____ DATE _____

VICE PRESIDENT, BUSINESS AND FINANCE _____ DATE _____

DIRECTOR OF SPONSORED PROGRAMS _____ DATE _____

(RESTRICTED FUNDS ONLY)

PRESIDENT (IF APPLICABLE) _____ DATE _____

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 FIVE (5) DAYS FOR RECEIPT OF CASH ADVANCE.