## Example and instructions to complete the Berea College Check Request:

1. Obtain the latest check request form at <a href="https://www.berea.edu/vpf/office-accounts-payable/">https://www.berea.edu/vpf/office-accounts-payable/</a>. This form is pictured below.

BEREA CO	LLEG	E CH	IECK REC	QUE	ST	DO NOT WRITE IN THIS AREA
"Please do not Staple	or Clip anytl	ning to t	he front of this she	et"		
"The first th	ree objects i	n bold a	re required"			1
Check Payable to:	•					1
Address:						
						BANNER USERS ONLY
						Document #
Payee B#/FID #:						Date
Invoice Number:						Check if 1099 Reportable 🛛 🔲
Invoice Date:						
Reason for Check:						Mail to Payee
Special Instructions:						Hold for Pickup (Limited)
Checks are only	printed	on Tu	esday and Fri	iday		Attachment to Accompany Che
Fund Org	Account	Prog	Amount			
	Total		\$0.00			
Department Name:				CPO#		Phone:
Requestor's Print:				Signa	ature:	Date:
Dept Print:	ot Head at:			Signature:		Date:
				11		
Office o	of Financia	l Affa	irs Approval	Date		

2. Complete the Payee and invoice information at the top of the check request completely.

Check P	ayable to:	ABC Corporation	
Address:		123 Alphabet Circle	
		Berea, KY 40403	
Payee E	8#/FID #:	12-3456789	
Inve	oice Number:	ABC123	
	Invoice Date:	12/31/2018	
Reaso	on for Check:	Classroom materials	
Special	Instructions:	Needed by 1/31/19	

3. Enter the Fund, Organization, Account, and Program where the expense is to be charged. The invoice amount can be split to multiple accounts. The total invoice amount must be allocated.

	-			
Fund	Org	Account	Prog	Amount
1100	2092	7002	550	\$75.00
1100	2092	7003	550	\$50.00
	28	-		ž
		8	1	
2		-		2
		Total		\$125.00

4. Mark box(es) as needed.

Mail to Payee	
Hold for Pickup (Limited)	
Attachment to Accompany Che	

5. Enter the Department and approval information with signatures and dates.

Department Name: Acoputi	GPO# 2214	Phone: 859-985-1234
Requestor's Signature	DDE Prist: John Doe	Date: 1/4/2019
Dept Head Signature	. D J. Print: Jane Doe	Date: 1/4/2019

6. Attach the invoice and supporting documentation to the back of the check request and deliver to Accounts Payable – located in Suite 020, Lincoln Hall. If this is a new vendor or a vendor that has not been paid by the College in over three years, also attach a current form W-9 signed within 12 months from the date submitted.