

CHECK REQUEST FORM

NOTE: FOUNDATION CHECKS TAKE APPROXIMATELY FIVE (5) BUSINESS DAYS AFTER THE REQUEST IS SUBMITTED TO BE PROCESSED. CHECKS ARE ISSUED ON WEDNESDAYS.

Payable to: _____ Phone: _____

Last four digits of Social Security Number (Individuals Only): _____

Address: _____

City: _____

State: _____

Zip Code: _____

Check One: ☐ HOLD FOR PICK UP

☐ Request to use Foundation credit card

Check One: ☐ REIMBURSEMENT

☐ ADVANCE PAYMENT

INVOICE NUMBER: # _____

QUANTITY	ITEM/SERVICE DESCRIPTION	COST	TOTAL
		GRAND TOTAL	

Purpose: _____

Requested by: _____ Title: _____ Date: _____

Department/Committee: _____ Project #: _____

Department Phone #: _____ Date Needed: _____

Department Chair Signature: _____ Date: _____

FOUNDATION USE ONLY

Expense Account # _____ Account Description: _____

Project # _____ Project Description: _____

Bank Name: _____ Bank Check # _____ Date: _____

Invoice # _____

LACCF Chairman/Vice Chairman: _____ Date: _____

LACCF Authorized Official: _____ Date: _____