LOUISIANA DELTA COMMUNITY COLLEGE

FINANCE DEPARTMENT ACCOUNTS PAYABLE CHECK REQUEST

lease subn	nit to the Pui	rchasina De	partment fo	or their revie	ew. Purchasing w	vill forward to Accounts Payable.		
				requests a check in the amount of \$				
Department name								
o be drawı	on their acc	count, payal	ole to:					
treet Addr	ess or P. O. B	ox:						
ity, State, 7	Zip:							
					City	State Zip		
escription	of Payments	:						
	DEDA	DTN/ENITO	(S) to bo	CHADGER	<u> </u>	CHECK INSTRUCTIONS:		
FUND	DEPARTMENTS(S) to be ORG ACCT PROG		PROG	ACTV AMOUNT		All checks will be mailed. If an exception		
TOND	ONG	ACCI	FROG	ACIV	AMOUNT			
						is being requested, please note below		
						HOLD I I I I		
						HOLD check for pick-up		
						(special instructions apply)		
						By whom:		
						Phone #:		
						Attachment(s) to be mailed		
					with check (supply and extra copy for the			
						Finance Department records).		
Requesting Agent				•		Reviewed by Purchasing		
Approving Agent						Finance Approval		
)	Attach W-9	or Tay ID #	t for new ser	vice vendor	· c			
)	Need check		TOT TIEW SCI	vice veridor		ks for processing).		
		•	da	ite	•			
)	Original receipts/invoices must be attached to check request with the exception of agency accounts.							
)	Sales tax is not reimbursable. Checks will be written Tuesday pight and Thursday pight							
)	Checks will be written Tuesday night and Thursday night. If grant funds, submit to Grants and Restricted Funds Accountant for compliance with grant contract.							
If grant funds, submit to Grants andFor checks marked "Hold for pick-up								
	employee w	hen the che	eck is ready	to be nicked	Lun			

Finance Department Use Only

entered by	date entered	
check no.		

Original copy - Finance Department Duplicate copy - Requesting Agent