

Portland State University Foundation

CHECK REQUEST FORM

From: _____ Date: _____

Department: _____ Ext. #: _____

The following expenditure complies with the charitable purpose of the donated funds being used. If payee is PSU or a vendor use this form. Complete one form per payee. If payment includes meals, entertainment or travel, use Expense Report & Reimbursement Request instead of this form.

PAY TO THE ORDER OF:

Name: _____ Amount: \$ _____

Address: _____

Purpose (describe fully and attach all documentation, receipts, invoices, etc.):

Charge this expenditure to account(s):

Account Name/Number: _____ \$ _____

Account Name/Number: _____ \$ _____

Account Name/Number: _____ \$ _____

Account Name/Number: _____ \$ _____

All checks are mailed to the payee at the address noted above unless indicated otherwise:

Send by campus mail to: _____ Mail Code: _____

Hold for pickup. Call: _____ Extension: _____

Approved by: _____ **Approved by:** _____

Name printed: _____ Name printed: _____

Authorized by: _____ (2nd Approval line is used if more than one account

Name printed: _____ is charged and it has different signers)

\$500+ requires Dept. Chair; \$5000+ requires Dean

FOR FOUNDATION USE ONLY:

GL Code	Amount	GL Code	Amount	Date mailed: _____
_____	_____	_____	_____	Signer(s) Authorized: _____
_____	_____	_____	_____	Balance: _____
_____	_____	_____	_____	Check Number: _____
_____	_____	_____	_____	Check Date: _____

This request for payment (must check one box on each line):

Is Is not to a PSU employee or a corporation.
Please include Social Security # (required):

Is Is not for expenses associated with lobbying (attempting to influence legislation).

Is Is not to benefit a candidate for public office.

Is Is not to a PSU employee (including GTA's, GRA's or students) for services.

All expenditures must comply with the charitable purpose intended by the donor. All expenditures should be supported with documentation such as receipts or invoices. Original receipts should be submitted; not photocopies. Reimbursement for out-of-pocket expenditures must be submitted within 180 days (six months). Reimbursement requests submitted after that time will not be paid.

Signers: Payment must be approved by an authorized signer on each account charged. A list of authorized signers must be on file at the PSU Foundation. Expenses cannot be approved by the person being paid (payee of check). Only original signatures will be accepted; no rubber stamps may be used. PSU **Faculty/Staff**: Expenses over \$500 must be authorized by the Department Chair; \$5000+ must be authorized by the Dean. **Affiliates**: Approval authority and limits must be submitted in writing by the Affiliate's board of directors.

Payment to PSU employees for services must go through PSU's payroll department. Scholarships must be disbursed by PSU.

Checks are written weekly. All complete check requests received by the end of business on Tuesday will be paid on Friday.