

**MUHLENBERG COLLEGE CHECK REQUISITION FORM**



Department Name _____		Date _____	
Account to Charge _____	Amount _____	Date Needed _____	
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
Amount of Check _____	_____		

Make Check Payable To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Social Security Number \_\_\_\_\_

Purpose \_\_\_\_\_  
\_\_\_\_\_

Hold Check for Pickup _____		Approved ( Dept Head) _____	
Mail Check _____	_____	Phone Ext _____	_____



**\*\* Check requisitions will be processed only once a week and must be turned in by 3 PM on Tuesdays in order to have checks ready by 3 PM on Thursday.**

\*\* Check requisitions should be used for subscriptions, publications, booklets, guest speakers, advances, renewals, conferences and dues.

\*\* Please attach the original and one copy of the order form and an addressed envelope to the check requisition for subscriptions, publications,booklets,renewals,conferences and dues. Checks for these items will be mailed directly to the vendor for security and speed.

\*\* Advances and guest speaker checks will be available for pickup after 3 PM on Thursdays in the Controller's Office.

\*\* Questions related to purchase orders should be directed to Purchasing ext. 3116.

\*\* Controller's Office ext. 3156.

**\*\* One Copy to Accounts Payable** **\*\* Retain copy for your records**