How to fill out a Check Request

**Vendor Information**
- ID number of individual/Vendor (if known)
- First and Last name
- Address where the check is to be mailed

**Date**
- Date check request was created
- Payment due date if check is needed by a specific date (checks are routinely cut on Tuesdays and Thursdays of every week)

**Concordia Employee?**
- Check whether or not the individual is a Concordia Employee

**Other Information**
- (if necessary) Provide a more detailed explanation of the purchase(s)
- Provide other necessary explanation or directions for handling the check
• Accounting Distribution
  o Include the Fund, Organization code, Account number, and Program code to which the expense(s) should be allocated
  o If you have multiple items being charged to the same FOAP, **DO NOT** list each FOAP multiple times (figure 1). **Only list the FOAP once** with the total amount being allocated to that FOAP (figure 2).

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Program Code</th>
<th>Amount</th>
<th>Fund</th>
<th>Org</th>
</tr>
</thead>
<tbody>
<tr>
<td>73105</td>
<td>337</td>
<td>$10.00</td>
<td>1</td>
<td>70070</td>
</tr>
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<td>73105</td>
<td>337</td>
<td>$10.00</td>
<td>1</td>
<td>70070</td>
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<td>73105</td>
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<td>$40.00</td>
<td>1</td>
<td>70070</td>
</tr>
</tbody>
</table>

$ 40.00 Total Payment Amount

• Description
  o Include brief description regarding the expense(s)

  Description: Gift cards, meal with XYZ, Office Supplies

• Check Distribution
  o Mark one of the ways in which the check request should be processed

• Budget Approvals
  o This area is designated for departmental signatures authorizing the expenditures.
  o **If you are allocating expenses to an Organization code that you are not authorized to approve, please include the signature of an individual that is or an email approval from an authorized approver for the Org.**

<table>
<thead>
<tr>
<th>Originated by:</th>
<th>Dept Approval:</th>
<th>Budget Approval by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rachel Bernadelli</td>
<td></td>
<td>(Authorized approvers signature)</td>
</tr>
</tbody>
</table>