



PO# \_\_\_\_\_

Check# \_\_\_\_\_

### Stillman College Check Requisition

This requisition must be signed and coded by the Division Chairperson, the Vice President, or and Administrative Officer and turned in to the Office of Fiscal Affairs at least **SEVEN DAYS** before the check is due. This form may not be used to make direct purchases. If funds are available, the Office for Finance and Administration will issue the check for the amount requested. This request must be approved by the VP for Finance and Administration before the check issued. This document acknowledges that all goods and services have been received.

For Department \_\_\_\_\_ Date Submitted \_\_\_\_\_

Requested By \_\_\_\_\_ Date Needed \_\_\_\_\_

Approved By \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

Vice President \_\_\_\_\_

Payable To: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Vendor # \_\_\_\_\_

Detail Description/Purpose: \_\_\_\_\_

Invoice Number \_\_\_\_\_ Invoice Date \_\_\_\_\_

Charge Account \_\_\_\_\_

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**Fiscal Affairs Office Use Only**

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Entered By \_\_\_\_\_ Date \_\_\_\_\_ JE \_\_\_\_\_