

## EXPEDITED ACCOUNTS PAYABLE CHECK REQUEST

### For Accounts Payable Checks Only

**A manual check fee will be charged to any department requesting an expedited Accounts Payable check without the normal three (3) business day turnaround time required for adequate processing and auditing. If a payment cannot be expedited due to Commonwealth Regulations, no manual check fee will be charged. Please provide the budget code and payment authorization signature in the spaces indicated below and attach this request along with the backup documents and other paperwork required for Accounts Payable to process payment.**

Date:	Budget Code:	Debit Sub-object code: 5701
Payment Authorized by: (print name)	Title:	Authorized Signature:
Department Name:	Department Contact Person:	Telephone Number:

#### PROVIDE THE FOLLOWING INFORMATION

Name of Payee:	FIN or UIN of Payee:	<b>Date Needed:</b>
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Amount:	Reason for Request (check one): <input type="checkbox"/> Late Receiving Paperwork <input type="checkbox"/> Other (please explain) <input type="checkbox"/> Vendor Relations <b>Note: All required original documentation must be attached for AP to process this request.</b>
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Justification for Request and Special Instructions:

#### F60 DO NOT ENTER ANY INFORMATION BELOW THIS LINE OFFICE OF FINANCE – Accounts Payable - USE ONLY

Doc #	Org	Fund	Sub-acct	Trans Date	Trans Amt	DC	Comment	State Code
	1CL00		5749		\$ 50.00	C	Man check fee	180
			5701		\$ 50.00	D	Man check fee	380

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

JE Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

(NOTE: This request serves as the backup documentation used for JE F60 to charge University budgets for the \$50 Manual AP Check Fee.)