MANUAL PAYROLL CHECK REQUEST

There is a $50 per check charge for issuing a manual payroll check. Please provide the budget code and payment authorization signature in the spaces indicated below.

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

Employee Name:	UIN:	Pay Period:

Amount:	Reason for Request (check one):
	❑ Late Paperwork ❑ Financial Hardship ❑ Other (please explain) **Note: Attach a copy of source payroll document (manual timesheet, etc.)**

Justification for Request:

DO NOT ENTER ANY INFORMATION BELOW THIS LINE
OFFICE OF FINANCE USE ONLY

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

Processed by:	Date:
Payroll Manager:	Date:

Revised 02/08/2012