

UNIVERSITY OF CENTRAL OKLAHOMA
Check Request for "S" Organizations Accounts ONLY

Purchases of \$2499 and less should be charged on P-Card. Purchases greater than \$2499 should be processed by Requisition. P-Card is the preferred method of payment, if applicable, and IF payment can be made via P-Card, DO NOT UTILIZE THIS FORM.

This form may only be used for expenditures of \$2,499.00 or less from Student Activity "S" organization funds. Further, events planned on campus involving the entire student body must be pre-planned and pre-approved for compliance, risk management, legal and safety reasons. If an event, this form must be accompanied by applicable UCO Contracts, Vendor Contracts, Rental Agreements and the Event Planning Form, all executed fully on part of the Requestor, with exception to UCO Authorized Contract Signatures, at minimum of FOUR weeks prior to an event date.

Organization accounts beginning with the numbers "01" and "02" cannot be utilized with this form.

ALL FIELDS ARE REQUIRED TO BE COMPLETED IN FULL

If required information is not provided, request will be returned to the financial manager causing a delay in vendor payment.

Date: _____
Banner ID or Vendor Code - (Attach W9 for New Vendor)

Request for payment to: _____ In the amount of _____
Payee Name

For: _____
Description of Purchase(s) or Service(s)

If goods/products or non-event related campus services, please note the date of receipt or completion: _____
Attach Itemized Receipts or Other Supporting Documentation

	ORGANIZATION	EXPENSE ACCOUNT	AMOUNT
1.			
2.			

<p align="center">APPROVAL SIGNATURES</p> <p>_____ Requestor's signature Date</p> <p>_____ Financial Manager's signature Date</p> <p>_____ SAF Budget Manager Date (Required w/ UCOSA Funds)</p>	<p align="center">ENTER PAYEE'S MAILING ADDRESS</p> <p>Street Address _____</p> <p>City _____</p> <p>State, Zip _____</p>
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Submit Check Request to the Payment Services Department in the Administrations Building, Room109, Campus Box161

Please select the reason for not using your P-Card:

- P-Card Restricted Purchase Vendor Does Not Accept Credit Cards Vendor Contract Requires a PO Other _____