



University of Central Oklahoma
Student Agency "A" Organization Check Request Form

_____ Date

_____ Vendor Name

_____ Banner ID/ SSN / FEIN / ITIN

_____ Mailing Address

_____ Description of Purchase - Goods or Service

Accounting Information

Office Use Only

Organization #	Exp Acct	Amount
A	75411	\$
A	75411	\$
A	75411	\$

Fund #	Cash Bal	Checked By	Date

Approvals

_____ Student Signature - Required

_____ Printed Name

_____ Date

_____ Phone #

_____ Organization Manager - Required

_____ Printed Name

_____ Date

_____ Phone #

_____ Other (if required)

_____ Printed Name

_____ Date

_____ Phone #

Instructions

Submit all check requests to the UCO Accounts Payable (AP) Department, Lillard Administration Building Room 109, Campus Box 161. If vendor is currently on file and active, request must be received five business days in advance of expected payment. New vendors require 7 to 10 days processing time.

Suggestions for Completing Your Check Request

1) The request must be entirely completed to initiate processing. The Federal Identification number must be supplied unless the vendor is an active UCO vendor. If you are unsure of the status of the vendor please contact the AP department for assistance.

2) Organization numbers must begin with an "A" to be eligible to use Student Agency Check Request. Two signatures are required; one student and one sponsor. Signatures must be authorized by Student Services personnel and on file with the AP department to process request.