

ADELPHI UNIVERSITY

Advance Check Requisition

(NOTE: NOT TO BE USED FOR TRAVEL REIMBURSEMENT)

Date: _____
 Amount of Check \$ _____

Payable to _____

Address _____

Social Security Number _____ / _____ / _____ Vendor's No _____

Reason for Disbursement:

Advance for...

Mailing Instructions:

Account Number	Amount
TOTAL	

For Accounts Payable Use Only

Reviewed for:

- Authorization
- Documentation
- Business Purpose
- Coding
- Math Accuracy

By _____

Requested by _____

Approved by _____

Voucher # _____