

**ADELPHI UNIVERSITY**  
**Check Requisition**

(NOTE: NOT TO BE USED FOR TRAVEL REIMBURSEMENT)

Payable to \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Social Security No. \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reason for Disbursement:

Date \_\_\_\_\_

Amount of Check \$ \_\_\_\_\_

Vendor's No. \_\_\_\_\_

Mailing Instructions:

Account Number	Amount
	\$
<b>TOTAL</b>	<b>\$</b>

**For Accounts Payable Use Only**

Reviewed for:

Authorization

Documentation

Business Purpose

Coding

Math Accuracy

By \_\_\_\_\_

Requested by \_\_\_\_\_

Approved by \_\_\_\_\_

\_\_\_\_\_

Voucher # \_\_\_\_\_