Check Request (Accounts Payable)

U5-2 (R3/98) 71455-260 / 45734

Voucher No. (8): **C**

Must be unique number

Vendor No. (10):

Date:

Fed. Tax ID(9): SSN or ITIN(non-resident alien)

(XXX-XX-XXXX)

or EIN

(XX-XXXXXXX)

(Required for all tax reportable payments, e.g. honoraria, rents, research subjects, royalties, misc. other services)

(State & Federal Privacy Notification - on back.)

Home or Business Address, if different from remittance address

Payee Name

Address 1

Address 2

Address 3

City,State Zip

**Check Handling Instructions:

Handling Code (*A/P use*):

Employee	Emp.Without Salary	Calif. Resident	If Alien, Country of Residence	Visa Type
Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐		

Invoice Date:

Invoice No. (16):

Gross Amt. of Check:

	Amount ($0.00)	Dept.P.O. (10)	Chartfields					Open Item Reference (10)
			NCA(6)	Fund(5)	DPA(6)	Prog.(5)	FY(2)	
1								
2								
3								
4								
5								
6								
7		Invoiced Sales Tax, *if any*						Use Tax Code: ___ ___
8		Invoiced Freight, *if any*						*(For A/P Use)*
		Total Payment (Sum of lines 1 through 8 must equal Gross Amt. of Check)						

Reason for Payment (Comments to appear on check, 110 characters max.):

_____

_____

_____

_____

Prepared by:		Approved by (Authorized Signature):	Audited By:
Box No.	Phone No.	Typed or Printed Approver Name and Job Title:	

Instructions for completing check request:
1. All applicable Chartfields must be provided, including NCA. Incomplete forms will be returned to the preparer.
2. Include taxpayer ID for all tax reportable payments, e.g. honoraria, rents, royalties, research subj., and other misc. services.
3. All requests to pay non-resident aliens must include a Statement of Citizenship and the Individual Taxpayer ID Number (ITIN).
4. Amounts on lines 1 through 6 should not include tax or freight.
5. Credit or negative amounts must be entered in parenthesis, i.e. (x,xxx.xx).
6. Open Item references can only be input for specified open item Balance Sheet NCA accounts, e.g. Accounts Receivable.