



CHECK #: _____

GEORGETOWN UNIVERSITY LAW CENTER
CHECK REQUEST FORM
(Not to Exceed \$500.00)

DATE: _____

Department Name: _____

Account Code/
Cost Center Number: _____

Payable To: _____

Amount of Check: _____

Invoice Number: _____

Mailing Address
Required

Purpose of Expenditure:

Please attach original invoices for amounts not to exceed \$500.00, and return the white and pink copy to the Financial Affairs Office room 573. Please keep the canary copy for your files.

The Imprest account is not to be used for payment of supplies and equipment which should be handled by the Purchasing Department through the purchase order system. It also is not to be used for payroll, personal reimbursements, American Express, catering, payments needing a W9 and payments which a procurement card can be used.

An authorized signature is required for both Check Request forms and Expense Vouchers. Department heads, budget administrators, student group presidents or treasurers are considered authorized signatures.

Imprest checks are processed each Friday and are mailed by 3:00. For your check to be processed on Friday, your check request form(s) must be received by Thursday at 3:00.

Requestor: _____ Extension: _____

Authorized Signature: _____