

GEORGIA SOUTHERN UNIVERSITY COOPERATIVE ORGANIZATIONS INSTRUCTIONS FOR CHECK REQUEST

Please use the following instructions to properly fill out the [Check Request](#) form. Required fields are outlined in red on the form. Refer to the approved **Foundation Expense Policy** for information on allowable expenses.

Requested By: Enter name, email, phone, and PO Box of person making the check request.

Paying Foundation: Choose foundation from which check will be paid.

Date: Enter today's date.

Amount: Enter total amount of check.

Check Payable to: Enter name of person or entity to whom check is payable.

Payee Relationship to Georgia Southern: Choose the category that fits the payee's relationship to Georgia Southern University. Faculty, staff, and students include all employees and students of Georgia Southern, respectively.

TIN or Eagle ID: For faculty, staff, and students, enter the Eagle ID. For external vendors, please submit a completed [IRS form W-9](#) if not yet on file with Georgia Southern University Foundations.

Mail Check to: Enter address to which check should be mailed.

Name of Foundation Account: Enter name of account (project) this payment is associated with (e.g. Academic Success Center).

Foundation Account Number: Enter number of foundation account (project) this payment is associated with. (e.g. GS0133).

Invoice Number: Enter the invoice number indicated on the invoice. If no invoice number exists, enter the invoice number in the form INVmmddyy. (e.g. INV070118). For multiple invoices, the earliest date can be used.

Purpose: Enter a brief description of the purpose of the expense. For example, "Set-up expenses for XYZ Event".

NOTE: If the payment is for meals/entertainment, you must also attach a [Faculty/Staff Meals Reimbursement Form](#), [Business or Entertainment Reimbursement Form](#), or [Search Committee Meals Reimbursement Form](#).

Purpose Acct Code: In the boxes Acct #1 through Acct #6, choose up to 6 accounts to distribute the expense.

Amt: Enter the amount of the distribution in the space to the right of each account.

Submitted by/Title/Signature/Date: Submitter of check request enters name and title and signs and dates check request.

Approved by/Title/Signature/Date: Approver of check request enters name and title and signs and dates check request. ****Approver must be a Dean, Vice President, Provost, or President.****

Delivery Information:

Check requests originating from the Statesboro campus should be mailed to **Foundation Accounting, PO Box 8053, Statesboro, GA 30460.**

Check requests originating from Armstrong or Liberty campuses may be scanned and emailed to foundationaccounting@georgiasouthern.edu . **In order to prevent duplication, if the check request is emailed, please do not also send a hard copy.**