

CHECK REQUEST

TAPE ALL RECEIPTS TO 8 ½ X 11 PAPER AND CIRCLE AMOUNT ON EACH RECEIPT

EQUIPMENT OVER \$2,000 MUST BE PUT ON PURCHASE PATH, MARK CONFIRMING AND FORWARD PAID RECEIPT TO SANDRA.

CHECK REQUEST \$3,000 PER RECEIPT *Supplies Only*

CHECKS ARE MAILED DIRECTLY TO YOU 7-10 DAYS FROM THE DATE IT'S PROCESSED FROM THIS OFFICE.

PETTY CASH \$200 PER RECEIPT. PETTY CASH IS OPENED TUESDAY-WEDNESDAY-THURSDAY, 10-11:45am and 1-3:00pm. PETTY CASH IS PICKED UP BY YOU. ONCE IT'S PROCESSED FROM THIS OFFICE THE OFFICIAL VOUCHER ALONG WITH DIRECTIONS WILL BE FORWARD TO YOU.

ORIGINAL RECEIPTS IF YOU DO NOT HAVE THE ORIGINAL RECEIPT A **PERJURY STATEMENT** MUST BE SUMMITTED, SEE PERJURY STATEMENT FORM AND ATTACH TO THE BACK OF THIS FORM.

Today's Date _____

Budget Name _____ Budget Number _____

Amount _____

Detail Description _____

List on back side if you need to write additional detail description

Mileage _____

Estimate mileage if you're not sure .505c per mile

PRINT NAME

SIGNATURE

PHONE #

APPROVAL SIGNATURE

NOT IN BIOLOGICAL STRUCTURE PLEASE INCLUDE

Dept Name _____ /Box # _____

Email Address _____ /Phone # _____

RETURN TO:

SANDRA MOORE

HSB, Room I-146

Box 357420

Phone 543-4423, Fax 543-1524

sandram@u.washington.edu

11/6/07