

# UNCSA Foundation, Inc.

## Check Request Checklist

(Please check either "Attached" or "N/A" and attach the corresponding documentation and sign below prior to submitting form)

Attached

Not Applicable

### Materials Required

#### FOR A CHECK REQUEST

check request form

invoice

supporting documentation should be submitted in the same order as listed on the check request

receipts taped down to an 8 1/2 x 11 sheet of paper that equal the amount of the check request

meal receipts (if not taking per deim)

missing receipt form, if needed

list of attendees for each event

written explanation should be detailed and document the business purpose for the expenditure

w-9 for new vendors

EFT vendor form (if you want to pay by wire transfer inside of the US)

Originator's Signature