



# MACALESTER COLLEGE

## CHECK REQUEST

DO NOT use this form for payment of lecturers, speakers, honorariums, and entertainers. Use the Standard Engagement Form – found on <http://www.macalester.edu/businessservices/forms/> to request payment in those applications.

PAYABLE TO: (Legal Name & Address) Date \_\_\_\_\_

AMOUNT

\_\_\_\_\_ Macalester ID# \_\_\_\_\_

\_\_\_\_\_ Taxpayer ID# (social security#) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

DESCRIPTIONS OF BUSINESS PURPOSE: (Business purpose is a descriptions of how incurred expenses relate to the employees departmental duties.) **Original receipts must be attached.**

<b>FOAPAL</b>	_____	_____	_____	_____	_____	_____	\$ _____
<b>FOAPAL</b>	_____	_____	_____	_____	_____	_____	\$ _____
<b>FOAPAL</b>	_____	_____	_____	_____	_____	_____	\$ _____
<b>FOAPAL</b>	_____	_____	_____	_____	_____	_____	\$ _____
<b>FOAPAL</b>	_____	_____	_____	_____	_____	_____	\$ _____
<b>FOAPAL</b>	_____	_____	_____	_____	_____	_____	\$ _____
	Fund	Organization	Account	Prog	Activity	Location	

SPECIAL INSTUCTIONS: Check will be sent intercampus mail to Faculty/Staff/Students and mailed to off-campus payees unless instructed otherwise:

Department: \_\_\_\_\_ Initiated by: \_\_\_\_\_

Approved by: \_\_\_\_\_ (signature) \_\_\_\_\_ (printed name)

Line Officer Approval (if necessary): \_\_\_\_\_ (signature)