

CHECK REQUEST

For Reimbursements, Refunds, Stipends & Donations to Nonprofits

Use this form ONLY to pay Students / Faculty / Staff OR Non-Macalester Payees for REIMBURSEMENTS, REFUNDS, STIPENDS, and DONATIONS to Nonprofits. Complete all REQUIRED (in red) fields for streamlined processing.

PAYABLE TO: (Legal Name & Address) If reimbursement is for a Macalester Student, Faculty or Staff, enter Macalester ID# below. If under \$50, for Macalester Students / Faculty / Staff use the Petty Cash Form	Date of Request				
Macalester ID# Students / Faculty / Staff use the Petty Cash Form DESCRIPTION OF BUSINESS PURPOSE: (How incurred expenses relate to the College.) Original receipts must scanned and attached to email when submitting. List the FOAPAL to be charged and the amount. Enter splits to multiple FOAPALs on separate lines. FOAPAL	PAYABLE TO: (Legal Name & Address)	Student, Faculty or Staff, enter Macalester ID# below.		If under \$50, for Macalester Students / Faculty / Staff use the	
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(name) Approved by:	Additional Approval:				
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