

Check Request Voucher Instructions

The Check Request Voucher Form is used to request payment of an expense to another party or for reimbursement of expenses incurred.

1. Open the form with adobe and complete the information;
 - Submitted By (Required): person submitting the request
 - Check Payable To (Required): person or organization to whom check is made payable
 - Total Expense (Required): sum total of all receipts submitted for payment
 - Expense Date (Optional): date when expense occurred
 - Event and/or Purpose of the Expense (Required)
 - Comment/Instructions (Optional): clarification or explanation
2. Print the form either as a PDF or paper
3. Submit the form and supporting receipts or documentation on paper or electronically as PDF documents.

Once submitted, the voucher will go through the approval process and be completed as requested.