

**REQUEST FOR ACCOUNTS PAYABLE CHECK TO BE
FORWARDED TO ORIGINATING DEPARTMENT
(must be attached to request for payment document)**

I request that the check for document number _____
be returned via the attached inter-office envelope for the following reason:

If an inter-office envelope is not attached, the check will be mailed via the U.S. Postal Service.

Requestor _____ Date _____

Business Manager/CFO/Dean _____ Date _____