



Accounts Payable Requisition # _____

CM 1026

Ethel Mason

Director of Accounting

762-5533

Emergency Check Request

Immediate or Emergency check request was designed to allow under extraordinary circumstances the release of the check on the same day of receipt provided it is received in Accounts Payable by 11:00 am with proper signatures on paper and online approvals

Date: _____

Department/Division: _____

Individual Requesting Check: _____

Phone Number: _____

Reason for Emergency Request: _____

Handling (Please Check): check will automatically be mailed if no handling instructions are specified.

Insert required? Yes No

Hold? Yes No

(If yes please make sure you put in printed comments line #23

Hold for pick up with your name and phone ext.)

Vice President: _____ **Date:** _____

Approved *Not Approved*

Chief Financial Officer _____ **Date:** _____

Approved *Not Approved*