An emergency check request was designed to allow Accounts Payable to release payment for extraordinary circumstances outside the normal check run.

Required:

1. Make contact with the Director of Accounting as soon as you know you need an emergency check.
2. This form and requisition must be fully approved on paper and Datatel.
3. Supporting documentation, bearing the requisition number, must be attached to this form.
4. This form and documentation should be delivered to the Accounting Department by noon on the day the check is needed.

Date: ________________________________

Department/Division: ________________________________

Individual Requesting Check: ________________________________

Phone Number: ________________________________

Reason for Emergency Request: ________________________________

Enclosure required:  □ Yes  □ No

Hold for pick up?  □ Yes  □ No

WHO IS PICKING UP CHECK?
(name, department & phone)

Executive Cabinet Member
Dated _______________  □ Approved  □ Denied

Chief Financial Officer or Director of Accounting
Dated _______________  □ Approved  □ Denied