



Emergency Check Request Form

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

Nichole Woods
Director of
Accounting
x20527

Required:

- 1. This form and requisition must be fully approved on paper and Datatel.**
- 2. Supporting documentation, bearing the requisition number, must be attached to this form.**
- 3. Form and documentation must be delivered to the Accounting Department.**

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