WPI CHECK REQUEST

Attach Original Invoice - no copies

(Authorization for payment, verification of receipt of goods or services)

Payable to: _____

Vendor #: _____

Seq #: _____

Remit to address: _____

For Accounting Use Only

Due: _____

Doc #: _____

1099: Y or N

If payment to non-employee individual/partnership
Tax ID#/SS#: _____

Indicate if Credit Memo: _____
(Must be on a separate request)

PO Number: _____

SPECIAL HANDLING INSTRUCTIONS (Enter "X")

☐ Mail with enclosure
☐ Send to Dept. _____
☐ Send to WPI Box_____ Attn:_____
☐ Call _____ @ ext._____ for pickup

Purpose/Description: _____

Attach documentation and original receipts

INVOICE #	INVOICE DATE	AMOUNT
	TOTAL	$0.00

CHARGE TO: (may list one or multiple foapals)

FUND	ORG	ACCOUNT	ACTIVITY	AMOUNT
	TOTAL			$0.00

Receipt of travel advances: I agree to submit an expense report upon completion of trip or expenditures. If not settled within 60 days from date I received above advance or return from travel, WPI may deduct the amount from my payroll check.

Financial Manager Approval _____ Date _____

Originator Signature _____ Date _____

Controller's Office Approval _____ Date _____

☐ Property Management

Please allow 7-10 business days after submitting to Accounts Payable for processing.

rev: 10/29/09