



FORT HAYS STATE UNIVERSITY FOUNDATION

CHECK REQUEST

Date: _____ Prepared by: _____ Phone: _____

Payee: _____ SS #/Tax ID #: _____

Address: _____

Payee Information: [Check all that apply]

US Citizen Resident Alien *Nonresident Alien (Visa type) Payment not to an individual

Student FHSU Employee

Amount of Check (attach original invoice/receipts): \$ _____

Check OR ACH **A separate form is required for all ACH payments.*

Mail Check to Payee OR Send to: _____

FHSU Business Purpose for Expenditure (include specific information per Foundation Fund Administration & Use Handbook Sec. 5):

Foundation Fund # to be charged: _____

Name of Foundation Fund to be charged: _____

Special Instructions: _____

As the Fund Account Representative for this fund, I certify that the information provided about this payment is accurate to the best of my knowledge and belief. I also certify that the expenditure requested is consistent with the purpose of the fund and the purposes of the FHSU Foundation Association and is solely to benefit Fort Hays State University.

Fund Account Representative Signature: _____

Fund Account Representative Name and Title (please print): _____

Department/Office: _____

Signature

Control Authorization, if necessary, and Title

As the control authority for the above Fund Account Representative, to the best of my knowledge and belief, I certify that the check request is for a valid business purpose for the benefit of Fort Hays State University. I make no certification concerning the specific fund account or its purposes.