



Five Colleges, Inc.
Request for Check

To: Five College Business Office

Date: _____

From: Name of Individual making request: _____

Department: _____

Institution: _____

Please prepare a check in the amount of \$ _____

Payable to: _____

Payee Address: _____

Purpose and/or invoice: _____

Charge to: Account Code # _____ Department _____

Project # and description _____

Request by: _____

For Business Office use:

Approved by: _____

Date: _____

Check Request Guidelines:

Payable To:

When requesting payments be made to a campus entity such as a department or office, please include specific contact and address information. All payments to campuses will be made payable to the campus (e.g. Trustees of Amherst College, University of Massachusetts) not the department. However, checks may be *addressed* to a specified department as requested.

Purpose and/or invoice:

Provide a descriptive "purpose" for the check request. This is required to ensure proper budget categorization. (Example: Honoraria payment for lector given at Hampshire College on January 3, 2013, Reimbursement for food and alcohol purchased for History Faculty Seminar)

Charge to:

Project # & Description (example: Social Thought Faculty Seminar, Lecture Fund, Digitalizing Historical Maps, Public Policy Initiative)

Supporting Documents:

If check request is for reimbursement of expenses please include all original receipts to the check request form.

Please Note: For meal reimbursement please include a list of those attending the meal and an *itemized* receipt. Please break out alcohol purchases separately from food purchases and make note of this on the check request that accompanies the itemized receipt. (Five Colleges reporting guidelines require this breakout.)

Please Note: For mileage reimbursement please attached a Google map or MapQuest map that shows so that the mileage can be verify. Also, included the mileage calculation on the check request for (E.g. 100 miles round trip x 2 (trips) x .555 = \$111.00)

Please sign the check request form and return to the Five College Business Office with supporting documentation (e.g. receipts), along with all necessary forms required for the type of payments being requested (e.g. W-9, contract agreement). For more information about supporting documentation, please visit Business Office Procedures website.

Five Colleges, Inc.
Business Office
97 Spring Street
Amherst, MA 01002