

# Check Request



BOISE STATE UNIVERSITY  
FOUNDATION

## Check Information

Date of Request \_\_\_\_\_ Amount Requested \_\_\_\_\_

Make Check Payable to (Dept ID if applicable) \_\_\_\_\_

Send Check to  
(Payments to University \_\_\_\_\_  
go to Admin Accounting) \_\_\_\_\_

Explanation of Disbursement \_\_\_\_\_

Foundation Project Name \_\_\_\_\_

Foundation Project Number (5 digit code e.g. AB 101) \_\_\_\_\_

## Requestor

Requestor Name \_\_\_\_\_ Extension \_\_\_\_\_ Mail Stop \_\_\_\_\_

## Authorization REQUIRED (Dean, Chair, or other authorized account signers)

Name \_\_\_\_\_ Title \_\_\_\_\_

Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

## Instructions

1. The Foundation prefers to reimburse University accounts for expenses instead of paying vendors directly.
2. With all Check Requests, please include an explanation of the expenses and expense support documentation.
3. If necessary to request payment directly to a vendor, please also attach the original invoice.
4. The Foundation reserves the right to request additional information on expenditure details prior to fulfilling a request.
5. The Foundation does not make payments directly to University employees or students or their immediate families. For such cases, please request University payment of the expense and Foundation reimbursement of the University account.
6. The Foundation does not pay scholarships directly; payments of all scholarships must go through Financial Aid.
7. For compensation to independent contractors, please provide a W-9 prior to payment.
8. After completing this form: a) send the original signed form and attachments to Melinda Tucker at the Boise State Foundation, MS 1030; or b) e-mail the completed form with an authorizing email to [melindatucker@boisestate.edu](mailto:melindatucker@boisestate.edu).

## Accounting Information (For Use by BSU Foundation)

Date \_\_\_\_\_ Project ID \_\_\_\_\_

Account Number & Description \_\_\_\_\_

Accounting Reviewed \_\_\_\_\_ Check No. & Date Pd \_\_\_\_\_

Mailed by \_\_\_\_\_ Mail Date \_\_\_\_\_