



JSU Foundation Check Request

_____ Date

Department Name _____

Phone _____

Department Contact _____

Email _____

<p>Payee Name _____</p> <p>Address _____</p> <p>City/State/Zip _____</p> <p>Fund Name _____</p> <p>Check Purpose <i>Please provide a brief description and business purpose of expense. What/Why?</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Invoice #</td> <td style="text-align: center;">Invoice Date</td> </tr> <tr> <td style="height: 20px;"> </td> <td style="height: 20px;"> </td> </tr> <tr> <td style="text-align: center;">Fund #</td> <td style="text-align: center;">Check Amount</td> </tr> <tr> <td style="height: 20px;"> </td> <td style="height: 20px;"> </td> </tr> </table> <p style="font-size: small;">The JSU Foundation is required by law to pay tax on purchases. Please be sure tax is included where applicable.</p> <p style="font-size: small;">Attach any invoices and/or receipts to this form. Tape receipts neatly to a plain piece of paper on one side only.</p> <hr/> <p style="text-align: center;">JSU Foundation Use Only</p> <p style="text-align: right;">Paid with JSUF credit card _____ Date Paid _____</p>	Invoice #	Invoice Date			Fund #	Check Amount		
Invoice #	Invoice Date								
Fund #	Check Amount								

<p>Travel and Meals (if applicable)</p> <p>_____</p> <p style="text-align: center;">Event Date</p> <p>_____</p> <p style="text-align: center;">Event Place</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Brief Description of the Event</th> </tr> <tr> <td style="height: 100px;"> </td> </tr> </table>	Brief Description of the Event		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Purpose (check one)</th> </tr> <tr> <td style="text-align: center;"> <input type="checkbox"/> Faculty/Staff Business <input type="checkbox"/> Prospective Faculty/Staff <input type="checkbox"/> Official Guest(s) <input type="checkbox"/> Conference/Workshop </td> </tr> </table>	Purpose (check one)	<input type="checkbox"/> Faculty/Staff Business <input type="checkbox"/> Prospective Faculty/Staff <input type="checkbox"/> Official Guest(s) <input type="checkbox"/> Conference/Workshop
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<p>JSU Employees Attending (Please attach any additional names)</p>						
<p>_____</p> <p>Name _____</p> <p>_____</p> <p>Name _____</p> <p>_____</p> <p>Name _____</p> <p>_____</p> <p>Name _____</p>	<p>_____</p> <p>Position _____</p> <p>_____</p> <p>Position _____</p> <p>_____</p> <p>Position _____</p> <p>_____</p> <p>Position _____</p>	<p>Persons Being Entertained</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>				

Fund Manager Signature

Date

Fund Manager Supervisor Signature

Date