Virginia State University

Check Request

Date:										
Banner	r Accoun	t FOAP	AL:							
Amount: \$						Funding Source (check one)				
					State Funds X University Funds					
(School	l, Departr	nent or .	Activity)							
	(P.O. I	Box)								
Purpos	se:									
Payee:										
Bill / Supporting documentation Attached (check one): Yes X No										
Were g	oods and	or servi	ces received (check one	e): Yes	X	No [
Reques	ted by							Dat	e	
Approv	Approved by Date (School, Department or Activity Head)									
			-	-						

Issuan	ce of Fun	<u>ds</u> :								
Check # of bank account										
								(Ba	ank Name)	
]	Issued toon									
Approv	ed By						Date	e	(Date)	
(Manager of Cash & Investments or Authorized Designee)										
Trans	Agency	GLA	FUND/FDT	FFY	PROG	SUB	ELE	OBJ.	Source	AMOUNT
										\$