

## Instructions for Check Request Form

1. Complete all information on form (Payee Name, Address, Description, Amount, Valid Budget)
2. If you are using a Categorical budget Fund 12 you must type in the categorical information (Program Name, Project Grant Number and Program Goal/Explanation) and get approval from the Program Director/Coordinator
3. Type in the Requestor Name
4. Type in the Department Dean Name
5. Dean will forward check request and any back up documentation to [ARC BSO Purchasing](#) email.