



Safekeeping Check Request

Instructions

This form is used to request a check from a safekeeping account. Complete the request details section of the form and return to Accounts Receivable in Jardine Hall room 201, by mail to campus box 38, or by email to wsuaccountsreceivable@wichita.edu. Attach documents that support the request, such as an invoice or receipt. Failure to include supporting documents will delay processing.

Request Details

Request Date _____

Payee/Vendor Name _____

myWSU ID (required) _____

A completed W-9 or W-8 BEN form is required for all new Payee/Vendors and for all income related requests. This includes, but is not limited to, independent contractors, artists, etc. Failure to comply will result in not receiving payment.

Send to Payee

Send to Safekeeping Group

Street Address _____

City, State, Zip Code _____

Description of Charges _____

Banner Fund to be Charged _____

Banner Organization to be Charged _____

Amount of Expense _____

Safekeeping Group Name _____

Safekeeping Group Campus Box Number _____

Student Requestor's Signature _____

Student Representative's Signature _____

Safekeeping Advisor's Signature _____

Accounts Receivable Office Use Only

Account Balance on FGIBAVL _____

AR Initials _____

AR Initials _____

Accounts Payable Office Use Only

EXPAGY

EXPSVC

Reportable Expense 1099

AP Approved By _____

Check Number _____

Issue Date _____

Processing Details Completed by AR

Amount was increased to include sales tax

Payee will be sent a 1099

Department received funds electronically

Payee received funds via direct deposit

Check is enclosed

Check is mailed

Applied to payee's account