UNIVERSITY OF WASHINGTON

CHECK REQUEST

ACCOUNTS PAYABLE, BOX 351130

RESET BUTTON

Vendor Code

Reason for Payment	Service Date or Period	Transaction Code
☑ Reimbursement (Attachments Required) ☐ Honorarium (Details listed below) ☐ Other _____		50

Department Name	Department Contact	Department Phone
School of Forest Resources		

Tech Contact	Tech Phone	Box Number
		352100

STATUS (required)
☑ U.S. Citizen
☐ Non-Resident Alien
☐ Resident Alien

Privacy Act Notice: IRC Section 6109 requires most recipients for services performed to give taxpayer identification numbers to payers who must report the payments to IRS. IRS uses the numbers for identification purposes. Payers must be given the numbers whether or not recipients are required to file tax returns. Payers must generally withhold taxes from taxable payments to a payee who does not furnish a taxpayer identification number to a payer. Certain penalties also apply.

U.S. Taxpayer ID Number

1099 Type

1. Vendor/Claimant Name

2.

3. Permanent Address

4.

5a. City | State | Zip

5b. Country (Foreign)

Check #:_____

Received by:_____

VENDOR'S CERTIFICATE: I hereby certify that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the University of Washington.

Signature_____

Date_____

Check Handling Instructions

☐ Mail to Permanent Address

☐ Hold for Pick-up: Call_____

Phone_____

☑ Send to: 3. c/o Financial Services

4. Box 352100

Special Instructions

Detailed Description (Required)	Quantity	Unit	Unit Price	Extended Amount
1.				0.00
2.				0.00
3.				0.00
4.				0.00
5.				0.00
6.				0.00
			SUBTOTAL ▶	0.00
			LESS W/H ▶	
			CHECK AMOUNT ▶	

ACCOUNTING DETAIL

FUND / BUDGET NUMBER	S/L	GENL LDGR OBJ	GENL LDGR SUB	GENL LDGR SSUB	COST ACCOUNTING ONLY TASK	COST ACCOUNTING ONLY OPTN	COST ACCOUNTING ONLY PROJECT	LIQ	USE TAX	AMOUNT	INVOICE/ REFERENCE NUMBER	DATE PREPARED
								N				
								N				
								N				
								N				
								N				

Preparer's Signature

Authorizing Official's Signature

Check Number

Date Signed

Date Approved

Check Date

UoW 1570 (Rev.12/06)