

Department

Name: the academic or administrative department requesting the check be processed

Prepared by: the person who should be contacted with Foundation office has questions

Payee Name: who should the check be made out to. Scholarships should be made payable to UNO.

Address:

Project Acct. # what account should be charged

Project Account Title: include the project title this helps to ensure the appropriate account was charged

Description/Purpose - Invoice #, invoice date, student's name & S.S.#, etc. :

Here is where a description & purpose of the payment should be made include invoice numbers and date.
If it is a reimbursement for several expenses the items should be itemized with the purpose for each item listed
If the check request is for scholarships the payee should be UNO and the student's or students' names and security numbers should be listed in this area.

Account Administrator signature of person responsible for the Foundation account

Dean or Vice Chancellor signature of dean or Vice Chancellor over the department requesting the check

For Foundation Accounting Office Use Only - do not write below this point