



Special Physical Check Request Form for Awards or Honorariums

Send this form to Accounts Payable

If Payee is an employee of La Sierra University, please send this form to Payroll Office

When your check is available it can be picked up at the Bursar window

Please note: Checks are printed Tuesday and Thursday after 4 pm. Please select a Date Needed that gives sufficient time for you to pick up the check before it is required.

Please type or Print

Name	Social Security Number:
Mailing Address	LSU ID Number:
	Employee: Y / N
City, State, Zip	Date Needed:

Requested by:	Date:
Department:	Telephone Ext.:
Approved by (Dept. Head):	Date:
Approved by (Administrator):	Date:

Please check one:

- Honorarium**
- Award**
- Scholarship** *Accounting/Payroll use only, date given to SFS*
- Other**

Fund	Org	Account	Program	Amount
				\$
				\$
			Total Amount	\$

Description: _____

For Accounting Use Only

Vendor Number:	Pay Date:
Document Number:	Date Given to Payroll <i>(if required)</i> :