

Upper Iowa University Check Request

Check payable to: _____ Amount: _____

Address: _____

Attach Supporting Documents (i.e. invoice or order form)
Purpose of check (travel advances should be put on the travel advance form)

Department Account Number: _____

Is check to be mailed? Yes _____ No _____

If no, give instructions _____

Requested By: _____
_____ Date: _____

Approved: Deptment Head
_____ Date: _____

Approved: Vice President/President
_____ Date: _____

****If your check needs to go out right away, please call or email AP at extension 5232
or ap@uiu.edu**