

MANUAL CHECK REQUEST FORM
(Faculty, Staff, Work Study, Non-Student Temporary)

Employee Name: _____

Employee Banner ID: _____

FUND/ORG/ACCT/PROG: _____ Position Number: _____

Time sheet and/or pay employment authorization must accompany this request.

Please explain why this manual check is needed, what this employee is to be paid and why this payment was not included on the regular payroll (what step was omitted and by whom):

Requestor's Name: _____ Date: _____

Employee Signature: _____ Date: _____

Approval for a manual check: I have read the above explanation as to why this payment was not included on the regular payroll and the manual check is warranted.

Vice President Signature:

Date: _____

Controller/Finance Director Signature:

Date: _____

Manual checks will be available as soon as possible without jeopardizing the timely and accurate pay of other regularly scheduled payrolls. Manual checks cannot be directly deposited. The following is required before a manual check can be issued.

- a) Employees must have proper paperwork on file.
- b) Appropriate Banner coding must be completed.
- c) A completed Manual Check Request submitted with required signatures.

Payroll Use Only

Check NNo: _____

Check Amount: _____