WICHITA STATE UNIVERSITY
Financial Operations and Business Technology
Accounts Receivable

Safekeeping Check Request

Instructions

This form is used to request a check from a safekeeping account. Complete the request details section of the form and return to Accounts Receivable in Jardine Hall room 201, by mail to campus box 38, or by email to wsuaccountsreceivable@wichita.edu. Attach documents that support the request, such as an invoice or receipt. Failure to include supporting documents will delay processing.

Request Details

Request Date_____

Payee/Vendor Name_____

myWSU ID _____

WSU ID is required. A completed W-9 or W-8 BEN form will be required for all new WSU IDs.

Mail Check to Payee ☐

Return Check to Safekeeping Group ☐

Street Address_____

City, State, Zip Code _____

Description of Charges _____

_____

Banner Fund to be Charged _____

Banner Organization to be Charged _____

Amount of Expense_____

Safekeeping Group Name_____

Revised 05/2020

Safekeeping Group Campus Box Number_____

Student Requestor's Signature _____

Sponsor's Signature _____

Accounts Receivable Office Use Only

Account Balance on FGIBAVL _____

AR Initials _____

AR Initials _____

Accounts Payable Office Use Only

EXPAGY ☐

EXPSVC ☐

Reportable Expense 1099 ☐

AP Approved By _____

Check Number_____

Issue Date _____

Processing Details Completed by AR

Amount was increased to include sales tax ☐

Payee will be sent a 1099 ☐

Department received funds electronically ☐

Payee received funds via direct deposit ☐

Check is enclosed ☐

Check is mailed ☐

Applied to payee's account ☐