

# Virginia State University Check Request Form

## Banner Fund & Index

Index	Fund	Account	Program	Amount

Date \_\_\_\_\_  
Amount \$ \_\_\_\_\_

### Funding Source (Identify by "X" below)

- Federal/State Funds \_\_\_\_\_ (Bank 10) State
- University Funds \_\_\_\_\_ (Bank 02) Local
- \_\_\_\_\_ (Bank 03) Perkins Loan
- \_\_\_\_\_ (Bank 09) Direct Lending
- \_\_\_\_\_ (Bank 13) Foundation
- \_\_\_\_\_ (Bank 15) VSU Trojan Card

Department Name \_\_\_\_\_

Address (PO Box) \_\_\_\_\_ PO#: \_\_\_\_\_ (If any)

**Purpose:** \_\_\_\_\_  
\_\_\_\_\_

**Payee:** \_\_\_\_\_  
\_\_\_\_\_

Bill/Supporting Documentation Attached (Put "X"): 

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Were goods and or services received (Put "X"): 

<input type="checkbox"/>	<input type="checkbox"/>
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Requested by: \_\_\_\_\_

Approved by: \_\_\_\_\_  
School, Department or Activity Head

### For Treasurer's Office Use Only:

#### Issuance of Funds :

Check # \_\_\_\_\_ of bank account \_\_\_\_\_  
Bank Name

Issued to \_\_\_\_\_ On \_\_\_\_\_  
Date

Approved by \_\_\_\_\_  
Manager of Cash & Investments or Authorized Designee

Trans	Agency	GLA	FUND/FDT	FFY	PROG	SUB	ELE	OBJ	Source	Amount
										\$