

A check request is a Hofstra document required for anyone being paid by the University. This document should be accompanied by original receipts and/or invoices, proof of payment (credit/debit card copy or statement) proof of event/project (ex: a flyer) and a list of participants and their ID numbers.

HOFSTRA UNIVERSITY - CHECK REQUISITION / ACCOUNTS PAYABLE										
Document #	Requested By			Date	Vendor ID / 700#	Approved By		**ALL BOXES MUST BE FILLED IN**		
	Name of Person Submitting Request			Today's Date	Tax or 700#	A) <i>Leave Blank</i>		Date Required		
Payable To:	Name of Person/Company to be Paid					B) <i>Leave Blank</i>		Allow 10 Business Days from "Today's Date"		
Address:	Their Street Address					Explanation for Request		detailed description of why payment is being requested - what is the business reason for the expense?		
	Their City/State/Zip									
Check One:	Is Payee:				STUDENT					
OFF CAMPUS ●	Check one box				EMPLOYEE					
ON CAMPUS ○					OTHER					
PHONE	(xxx) xxx-xxxx									
NO REQUEST FOR REIMBURSEMENT WILL BE HONORED UNLESS SUPPORTING DOCUMENTATION IS PROVIDED										
Fund	Organization	Account	Prog	BC	Description					Amount
	<i>Leave Blank</i>				Line by line breakdown of purchases to be matched with receipts/invoices					\$ amount spent
									total amount of request	
									TOTALS	\$0.00

Note: Address listed must match address in your portal for all student reimbursements.

Note: Vendor ID = Tax ID or Social Security # from W9 - for off campus payments/vendors only!

700# = Hofstra ID number for students, admin, or faculty being reimbursed or paid