



# Accounts Payable Requisition # \_\_\_\_\_

CM 1026

Nichole Woods

Director of Accounting

762-0527

## Emergency Check Request

*Immediate or Emergency check request was designed to allow under **extraordinary** circumstances the release of the check on the same day of receipt provided it is received in Accounts Payable with proper signatures on paper and online approvals.*

**Date:** \_\_\_\_\_

**Department/Division:** \_\_\_\_\_

**Individual Requesting Check:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Reason for Emergency Request:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Handling (Please Check):** *check will automatically be mailed if no handling instructions are specified.*

**Insert required?**       Yes       No

**Hold?**       Yes       No

*(If yes please make sure you put in printed comments line #23*

*Hold for pick up with your department and phone ext.)*

\_\_\_\_\_  
**Vice President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Approved*       *Not Approved*

\_\_\_\_\_  
**Chief Financial Officer/Director of Accounting** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Approved*       *Not Approved*