

Date: 1/1/20

BLOOMSBURG UNIVERSITY

Date Received (Stamp below):

NOTE: All information in red must be completed prior to turning into CA Office for processing

HUSKY FUND

Check (x) Appropriate Item Below:

Request for Deposit: \_\_\_\_\_

Request for Payment: XX Means you are requesting a check to be cut

Request to Purchase: \_\_\_\_\_

Date Received (Stamp below):

Husky Fund Account Name (Group /Org Name)

#1234 (Group/Org 4 digit account #)

ACCT #

Example: Speaker for event

LINE ITEM EXPENSE / CHARGE DESCRIPTION:

Please note the submission time frames for check disbursement in gray box below:

REQUISITIONS MUST BE IN THE COMMUNITY ACTIVITIES OFFICE BY TUESDAY AT NOON IN ORDER TO BE CONSIDERED FOR THE CURRENT WEEK'S CHECK RUN, FOR PICK UP AFTER 10:00 AM FRIDAY

INCLUDE NAME, ADDRESS, ZIP CODE AND FAX NUMBER OF FIRM. IF VALUED AT \$5,000 OR GREATER, BIDS MUST BE ATTACHED.

VENDOR / PAYEE: NAME - ADDRESS - FAX - PHONE:

Jane A Doe  
123 Vine Street  
Bloomsburg, PA 17815

Note:  
1. Must match W-9 Name & Mailing Address exactly  
2. Must be completed even if picking up the check

SHIP TO ADDRESS (FOR PO'S ONLY):

This section is only used when requesting PO's and should be left blank.

PHONE # 570-275-1234 (Preferred, not required)

FAX #

NOTE: PO's will be faxed or mailed unless otherwise noted

SPECIAL INSTRUCTIONS:

QTY	DETAILED DESCRIPTION OF TRANSACTION	UNIT PRICE	TOTAL AMT
	To pay for the speaker at the Sankofa Conference on 2/18/20, per contract		250.00
<p>*The completed contract and completed W-9 must be attached to this requisition (It is advised that the W-9 be given to the vendor first, in order to obtain the proper name and address to be used on the contract and requisition form).</p> <p>*Note to user: The "notes" section can be for more than picking up checks, see other examples of use below</p> <p>*Note to user: Always provide the phone number for the person completing the form, obtain your adviser's signature and attach all supporting required prior to submission</p>			
NOTES (ie. "will pick up check", needed by dates, mail with forms, etc.):		Check Total:	NOTE: This section
Will pick up check, or other important processing notes		Cash/Coin Total:	is only used for
		Deposit Total:	deposit transactions

Requested by:

Faculty Advisor/Administrator:

Your name (Ex. Dawn Ritter)

Your Ph # (Ex.)570-389-4465

Your Org/Grp Adviser (Ex. Neil D'Amato Adviser Ph # (Ex. 570-389-4464)

Signature

Telephone #

Signature

Telephone #

COMPTROLLER

DATE DUE (office use)

PO # (office use only)