



# Request for Handwritten Check

Requests for handwrites with appropriate justification must be reviewed by the appropriate administrator, authorized by Human Resources and receive final approval by the Sr. Vice President for Strategic Initiatives and Administrative Services.

Employee Last Name \_\_\_\_\_ Employee First Name \_\_\_\_\_

Employee ID # \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

### Select Employee Type

- Professional
- Letter of Appointment
- Classified
- Hourly

Reason for request

Total amount of handwritten check \_\_\_\_\_

\_\_\_\_\_  
Human Resources Date

\_\_\_\_\_  
Supervisor/Chair/Dean Date

\_\_\_\_\_  
Appropriate Vice President Date

\_\_\_\_\_  
Sr. Vice President for Strategic Initiatives and Administrative Services Date