

## Manual Check Request Form

A \$50.00 charge back will be processed for each employee due to department error.

Employee ID:

Employee Name :

First Last

Reason for Manual Check Request:

Account to be charged:

Month: ~~Select~~ Month

Select Year

Gross Amount to be Paid:

Dept Supervisor approved: \_\_\_\_\_ Date: \_\_\_\_\_

Dean approved: \_\_\_\_\_ Date: \_\_\_\_\_

Department VP approved: \_\_\_\_\_ Date: \_\_\_\_\_

VP of Finance and Administrative approved: \_\_\_\_\_ Date: \_\_\_\_\_

# Manual Check Request Form Template

**Harry Percival**



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