

CAL POLY CORPORATION CHECK REQUEST

Date: _____

Pay To: _____

1099 Taxpayer ID: _____

Address: _____

THIS SECTION MUST BE COMPLETED

CPC Employee **CSU or State Agency Employee**

CSU Student **None of the Options**

CSU or State Agency Retiree/Date Retired _____

Company Owned in whole or part by CSU or State Agency Employee or Retiree

PAYMENT FOR ATTACHED

 (attach original invoice/receipts)
Advance Requested

 Approximate date expected to clear:

DESCRIPTION (i.e., Invoice No./Date/Other Payee) Please list invoices and dates separately
TOTAL

	5-digit	6-digit			VENDOR
Amount	Org Key	Object Code			PEID #
0.00					

Date Check Needed: _____

Effective January 1, 2004: Public Contract Code prohibits CSU employees (except for those with teaching or research responsibilities) from contracting with, or being employed by, Cal Poly Corporation if the source of the funds for the goods or services comes from CSU funds or a CSU contract, unless required by his/her CSU employment determined by the CSU. PCC 10831

Requester: _____
 Phone # and e-mail : _____
 Dept. Approval: _____

OTHER APPROVAL: _____
 CPC MANAGEMENT: _____

Remarks: _____

FOR OFFICE USE ONLY:

Invoice #: _____

1099? W@S? Accrue sales tax?

Total Invoices _____

Addtl. Rmks: _____

Entered by: _____

CHECK DISBURSEMENT:

DO NOT MAIL:

Pick up at Receptionist: _____

Call -phone # : _____

Name: _____

MAIL:

To Address Shown: _____

Other: _____