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

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: _____ OTHER APPROVAL: _____

Phone # and e-mail : _____

Dept. 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:

Revised: 5/01/06