



CHECK REQUEST

Date:
Pay To:
Address:
CP Email (required): @calpoly.edu
(Faculty, Staff, or Student only)

THIS SECTION MUST BE COMPLETED BY REQUESTOR
CSU Student
CSU or State Agency Employee
CSU Employee
None of the Above
Company owned in whole or part by CSU or State Agency Employee
1099 Taxpayer ID:
W9 on File (No ID # Required)
Tax ID on File (No ID # Required)

Effective January 1, 2004: Public Contract Code prohibits California State University 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 contractor, unless required by his/her CSU employment determined by the CSU.PCC 10831

Prepayment Requested: Approximate Date Expected to Clear:

Table with 4 columns: Description, Amount, Org Key (5 Digit), Object Code (6 Digit). Includes sub-header (ex. Purpose of expenditure(s), Vendor Name, Invoice Number, Date for each item)

ATTACH ORIGINAL INVOICES/RECEIPTS/PACKING SLIPS Total:

Date Needed: Department Approval:
Requestor: Printed Name/Title:
Requestor Phone #: Corporation Approval:
Requestor Email: Printed Name/Title:

CHECK DISTRIBUTION To be completed by requestor (CHOOSE ONE)

Mail to Address Shown Other
Pick Up at CPC Reception Desk (Bldg. 15)
Name:
Phone #:
(or) Email:

Internal Office Use Only: Accounts Payable Vendor #:
Invoice: PYR? 1099? Accrue Sales Tax? W@S
Revised 5/5/17