CHECK REQUEST

Tyler Junior College
P.O. Box 9020
Tyler, Texas 75711-9020

NEEDED BY: _____

DATE: _____

FUND: _____
ORGN: _____
ACCT: _____

Please note if Faculty/Staff or Student

AMOUNT: _____

PAYEE: _____

ADDRESS: _____

A#/SS#/EIN# **(required)** _____

DESCRIPTION OF PURCHASE: _____

SUBMITTED BY: _____

DEAN/DIRECTOR/PRESIDENT
_____

Supporting Documentation Required
(Invoice, Receipts, Etc.)

☐ MAIL TO PAYEE ☐ HOLD FOR PICKUP

Please Note: All Employee Reimbursements or Advances will be direct deposited.