

Check Request

Submit OSB requests to the Accounts Payable Office Wimm 201
Submit CSB requests to the CSB Business Office Main 230

College of St Benedict
Business Office, Main 230
St Joseph MN 56374
320/363/5187
www.csbsju.edu/csbbusinessoffice

Order of St Benedict
Accounts Payable Wimm 201
Collegeville MN 56321
320/363/2995
www.csbsju.edu/sjubusinessoffice

<p>Pay to:</p> <p><u>NAME</u></p> <p style="text-align: center;">First Middle Initial Last</p> <hr/> <p>Legal TAX Residence not CSB/SJU</p> <hr/> <p>City State Zip Code</p> <hr/> <p>CSB - if mailing is requested, include a stamped, addressed envelope with request. OSB - if mail to address is different than above, please attach an addressed envelope.</p>	<p>Does payment include personal service (1099)?</p> <p style="text-align: center;">YES _____ NO _____</p> <p>IF YES, MUST include Social Security or Federal Tax I.D. Number and supply the middle initial and <u>legal</u> address: A W-9 must be attached if one is not already on file with the Business Office. W-9 forms are available in the Business Office and on the Business Office web page.</p> <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> <p style="text-align: right;">Social Security or Tax I.D. Number</p>
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\$ AMOUNT	ACCOUNT NUMBER (99999-99999)	ACCOUNT DESCRIPTION
CHECK TOTAL		

Reason for expenditure(s)	<p>date(s) of service, event, expense, etc.</p>
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- ATTACH ALL ORIGINAL RECEIPTS FOR PAYMENT REQUESTED TO THIS FORM**

	Mail or Pickup Check – check/circle one Mail Pickup
Authorized Signature	Date
OSB – DATE CHECK IS NEEDED	
Individuals are not to approve their own requests. Requests cannot be processed without the appropriate signatures.	WED: FRI:

CSB check request – Check requests in the business office by 1:00 pm. will be available the next working day.

OSB check request – For reimbursements to individuals and 1099 payments, allow five (5) working days for processing. The deadlines for other requests are: 10:00 a.m. Tuesday for checks needed Wednesday 10:00 a.m. Thursday for checks needed Friday