

SJU Check Request

St. John's University
 Accounts Payable Wimm 201
 Collegeville MN 56321
 320/363/2995 or 320/363/3276
 www.csbsju.edu/businessoffice

Banner ID Number _____ Student _____ Employee _____ Other _____

<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> <p>Check 'Origin' YES _____ NO _____ <small>Reportable as income.</small></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 legal 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> <p style="text-align: center;">_____</p> <p style="text-align: center;">Social Security or Tax I.D. Number</p>
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\$ AMOUNT	ACCOUNT NUMBER (99999-99999)	ACCOUNT DESCRIPTION

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

	Mail or Pickup Check – employee reimbursements are done by ACH.		
	<table style="width:100%; border: none;"> <tr> <td style="width:50%; text-align: center;">Mail</td> <td style="width:50%; text-align: center;">Pickup</td> </tr> </table>	Mail	Pickup
Mail	Pickup		
Authorized Signature	Date		
Individuals are not to approve their own requests. Requests can not be processed without appropriate signatures.			

Allow at least six (6) business days for processing.
 Checks are printed on Tuesdays and Thursdays.
 ACH deposits are made Friday of each week.