



WILLISTON
STATE COLLEGE

REQUEST FOR CHECK

(DO NOT USE FOR PAYROLL PAYMENTS)



For Finance Office Use Only

PAY TO THE ORDER OF:

CITY

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EMPLID

Invoice Number

Invoice Date

SPECIAL INSTRUCTIONS:

- HOLD PAYMENT-CALL
- PAYMENT NEEDED BY
- SEPARATE CHECK REQUIRED
- NEW VENDOR - Attach [FORM W-9](#)

Name

Date

QUANTITY	WSC BUSINESS PURPOSE AND DESCRIPTION OF GOODS PURCHASED	AMOUNT
WSC Tax-Exempt Certificate #E-5422		TOTAL →

AMOUNT	ACCOUNT (6-digits)	FUND (5-digits)	DEPT (4 digits)	PROGRAM (5-digits)	PROJECT (10-digits)

I/WE REQUEST THAT PAYMENT BE MADE IN THE AMOUNT INDICATED.
I/WE ACKNOWLEDGE:

1. POLICIES & PROCEDURES WERE FOLLOWED.
2. THE ABOVE GOODS AND SERVICES WERE RECEIVED.

PERSON REQUESTING PAYMENT (required) _____ PHONE # _____

Printed Name: _____

DEPARTMENT AUTHORIZED SIGNATURE (required) _____ DATE _____

Printed Name: _____

DEPARTMENT AUTHORIZED SIGNATURE (if required) _____ DATE _____

FINANCE OFFICE SIGNATURE _____ DATE _____

[Return completed form with appropriate signatures to the WSC Financial Services Office](#)

Updated 7/1/2018

Attach Invoice or Receipt

- Packing slips, order confirmations, etc. will not be accepted

Attach Team Roster of Attendance List

- Must attach documentation of individuals present for team or group meals
- Must attach documentation for individuals receiving clothing or other items when not retained as equipment

Purchases less than \$10,000

- Obtain at least one fair and reasonable quote

Single item purchases of at least \$10,000 but less than \$50,000

- Must attach documentation of at least three informal quote/bids or post to SPO Online with appropriate
- Alternate Procurement form is required if competition is not solicited from at least 3 vendors

Do not use this form for purchases of \$50,000 or over

- Purchases of at least \$50,000 but less than \$100,000 solicit informal bids using SPO Online.

See WSC's General Purchasing Procedure for additional information or visit the WSC Business Office