

## Manual Check Request Form

A \$50.00 charge back will be processed for each employee due to department error.

Employee ID:

Employee Name :

First Last

Reason for Manual Check Request:

Account to be charged:

Month: ~~Select Month~~

Select Year

Gross Amount to be Paid:

Dept Supervisor approved: \_\_\_\_\_ Date: \_\_\_\_\_

Dean approved: \_\_\_\_\_ Date: \_\_\_\_\_

Department VP approved: \_\_\_\_\_ Date: \_\_\_\_\_

VP of Finance and Administrative approved: \_\_\_\_\_ Date: \_\_\_\_\_

# Sample Manual Check Request Form

**Ian Pickup**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the 'Ian Pickup' text.

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