COLLEGE OF CHARLESTON FOUNDATION

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Revised 6/2022

CHECK REQUEST

Requester's Department Date Authorized signature (Cannot be same as payee; reimbursement MUST be authorized by a supervisor.) Signature Date By signing above, I certify that the above expenses are in compliance with the applicable gift agreement(s) and Foundation Expense Policy, are ordinary a necessary business expenses of the College of Charleston or of the Foundation, have not been reimbursed from any other source, and that all approvals a required by Foundation policy have been obtained. Questions? For Foundation Use Only: Please email us at: Prepped Date Approval Date	** Please send check requests to FoundationFinance@cofc.edu. Checks are issued biweekly.**		
Street Address:	Direct Deposit Campus Mail Mai	il off campus Mail attachment with check	
Street Address:	Please pay:	Total per request \$	
City/State/Zip:	Street Address:		
Telephone:	City/State/Zip:	https://foundation.cofc.edu/resources	
Email:		For Foundation Use Only:	
Reimbursement Attach: Itemized Receipts; Attach: Itemized Receipts; Attach: 1) Award Recipient Profile Invoices/Services Rendered Attach: 1) INS Form W-9-Business or Non SC Resident Honoraria Attach: 1) INS Form W-9-Business or Non SC Resident Honoraria 2) Non-State Pay Form - SC Resident Honoraria Expense Account Number Fund Account Fund Name Amount Invoice #: Invoice Date: Invoice #: Invoice Date: Invoice Date: Please elaborate on the business purpose of the expense. For example, a meal reimbursement should include the names a business titles of attendees and business discussed. If additional space is needed, please attach a memo. Please print clearly. Requester will be contacted with any questions regarding request: Requester's Name Phone Requester's Department Date Signature Date Psi sping above, I certify that the above expenses are in compliance with the applicable gift agreement() and Foundation Expense Policy, are ordinary necessary business openses of the College of Charleston or of the Foundation, have not been reimbursed from any other source, and that all approvals or necesary business openses of the College of Charleston or of the Foundation, have not been reimbursed from any other source, and that all approvals or necesary busines openses of the College of Charleston or of the Foundation, have not been reimbursed from any other sou			
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