


Rush Check Request: Instructions

About the Form:

The Rush Check Request can be used for requesting either Payments checks or Payroll checks. For policies on Payments and Payroll Rush Checks, visit "Rush Check Policies."

Instructions for Completing the Form:

1. Enter today's date.
2. Enter the date the check is needed. (Payroll checks are available for pickup by noon of the following business day. Payments checks can be produced the day following the delivery of this form; without this form, Payments checks take five working days to produce.)
3. Enter the person or company whom the check should be made out to.
4. Enter the department (or department of the individual) requesting the rush check.
5. Enter the reason that the rush check is needed.
6. For Payments checks, enter the amount of the check being requested.
7. For Payments checks, obtain the signature of the budget manager with signature authority. Attach any other documentation supporting this request.
8. For Payments checks, choose whether you wish the check to be mailed to the payee or whether an employee from your department will pick up the check. If someone needs to be notified when the check is ready for pickup, include an appropriate phone extension.
9. For Payroll checks, the payee needs to sign this form.
10. For Payroll checks, obtain a supervisor signature.
11. For Payroll checks, obtain a Vice President signature.

 Seattle Pacific UNIVERSITY REQUEST FOR RUSH CHECK Please print legibly	
Date: _____ 1 Date check is needed: _____ 2	
Payee: _____ 3	
Department: _____ 4	
Reason for rush check: _____ 5 _____ _____	
Accounts Payable Check:	Payroll Check:
Amount 6	Employee Signature 9
Department Rep Signature 7	Supervisor Signature 10
When check is ready.... 8 <input type="checkbox"/> Mail <input type="checkbox"/> Phone Dept. _____	Vice President Signature 11
Please HAND deliver request directly to water hall, 3 rd floor. Check will be ready for pickup within 24 hours.	

