



Gonzaga University Check Pick-Up Request Form

Check pick-up requests will be granted on an exception basis, as approved by the Accounts Payable Manager.

NOTE: Check pick-up requests are rarely appropriate for vendor payments.

Instructions:

○ Submit the Check Pick-Up Request Form as follows:

1) Paper requisitions - Attach the Form to the requisition and submit to Purchasing.

2) Electronic requisitions - Send the Form directly to Accounts Payable at gonzagaap@gonzaga.edu.

○ Checks must be picked up at Controller's Office and signed for by requester or designee listed on this Form. Picture ID must be presented at time of pick-up.

○ Checks must be picked up within two business days of check issuance. Any checks remaining in the Controller's Office after 2 days will be immediately mailed to the payee.

○ All checks that have been picked-up will be tracked by Accounts Payable. The individual who signed for each check will be contacted and queried about checks that have not cleared bank within 6 months of issuance.

Requestor's Name:	
Date of Request:	
Email / Phone	
ORG Name	

Designee picking-up check (if different than requester):

Name:	
Title:	
Email:	

Note: AP will notify person above when check is ready for pick-up.

Payment Information

Payee/Vendor Name:	
PO / REQ #	

Reason for Request (Briefly describe the need for a check pick-up):

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To be completed in Controller's Office at time of check pick up:

Signature of person picking-up check	Date of pick-up
AP reference:	
Check # _____	Check Date: _____