

**Delta State University Foundation, Inc.  
Check Requisition Form**

**Instructions:** After gaining all required signatures, please forward the completed form to Foundation Accounting, Hugh Ellis Walker Alumni-Foundation House, Box 3141. The Foundation will distribute checks weekly each Monday.

**Request for payment to be issued to:**

Name:

Banner ID:

Mailing Address

Telephone Number

**If a new vendor to DSU or the Foundation, the vendor must complete and forward an IRS Form W-9 to the Foundation office. (Form W-9 is available to download at the IRS's website [www.irs.gov](http://www.irs.gov))**

**Mail instructions**

**Mail to VENDOR**

**Mail to REQUESTOR**

**Date of Request:**

**Fund Designation & Number:**

**Amount of Payment:**

**Subject to IRS Form 1099:** Check if payment is for "services" or "non-employee wages" to an individual. Please note that the Foundation does not pay any DSU employee or DSU student employee (graduate assistant, work-study, regular student employee) for services. All such DSU employee "service" payments must be paid by DSU and billed to the Foundation.

**Description of Purpose:**

I certify that I am not being reimbursed from another source for any portion of the requested payment. **(If an employee and the answer is "Yes", employee must verify/sign)**

**Approvals:**

\_\_\_\_\_  
*Department Head/Chair/Director* *Date*

\_\_\_\_\_  
*Supervising Dean* *Date*

\_\_\_\_\_  
*Supervising Vice President* *Date*

\_\_\_\_\_  
*Chief Financial Officer, DSU Foundation* *Date*

\_\_\_\_\_  
*Executive Director, DSU Foundation* *Date*

*To fulfill IRS guidelines and audit requirements, the DSU Foundation requires that all invoices and receipts must be attached before check will be issued. Thank you for your cooperation! If you have any questions concerning the form or process, please call Foundation Accounting at ext. 4705 or 4665. (Revised 9/9/16)*