



Check Request Form

Today's Date _____

Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____

Email _____

Amount Requested: \$ _____

Submit this request to:
Geri Conlin, Treasurer
Weber State University
2801 University Circle
Ogden, UT 84408-2801
801-626-6759 (Office)
801- 626-6228 (Fax)

Is this a request for funding of a future event or purchase, or is it reimbursement for monies already spent? Please check the appropriate box below:

Future Event or Purchase _____ Reimbursement _____

If reimbursement, please attach receipts to this document.

Reason for request of check: _____

Do you want the check mailed to the above address? Yes ___ No ___

Approved by UAHPERD Executive Officer: _____ Title _____

Paid by check # _____ Date Sent: _____