

**K-State Student Union**  
**CHECK REQUEST FORM**

Requested by: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Expense code: \_\_\_\_\_ Dept./Committee: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Date check needed: \_\_\_\_\_ To be picked up by: \_\_\_\_\_

Payable to:

New vendor? No      Yes      *(if yes, a completed W-9 must be attached)*

Name of event/purpose of check: \_\_\_\_\_

Date and location of event (if applicable): \_\_\_\_\_

Additional information (if applicable):

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Department head approval: \_\_\_\_\_ Date: \_\_\_\_\_

*Supporting documentation to include W-9, contract, Appearance Agreement, and Contractual Provisions Attachment, must be attached with the Check Request Form, as applicable.*

Submit form and supporting documentation to:  
K-State Student Union | Attention Business Services | Rm. 311  
918 N. MLK JR. Drive, Manhattan, KS 66506  
(785) 532-6575 | [unionbusofc@k-state.edu](mailto:unionbusofc@k-state.edu)

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