



CHECK REQUEST FOR GRANT EXPENSES

SEND TO: SENIOR GRANT ACCOUNTANT (CB 2900)

VENDOR INFORMATION	
CHECK PAYABLE TO: _____	DATE: _____
ADDRESS: _____	DATATEL ID: _____
_____	<i>or</i>
	SSN/ FEDERAL ID: _____

CHECK DISTRIBUTION:	US Mail	Campus Mail: CB#	Pickup:
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ACCOUNT TITLE	ACCOUNT NUMBER (12 Digits)	AMOUNT
TAX:		
TOTAL:		

DESCRIPTION <i>(Include purpose, participant's names and explanation of expenditures. Attach additional sheets if necessary):</i>

GRANT INFORMATION
Principal Investigator: _____
Granting Agency: _____
Title of Project: _____

CHECK REQUESTS MUST BE APPROVED BY THE GRANTS ACCOUNTANT PRIOR TO BEING PROCESSED IN ACCOUNTS PAYABLE. BYPASSING THE GRANTS ACCOUNTANT COULD RESULT IN THE EXPENDITURES BEING CHARGED TO YOUR DEPARTMENTAL BUDGET.

REQUIRED SIGNATURES	
<i>Principal Investigator- up to \$2,500 (unless a personal reimbursement)</i>	<i>Printed Name</i>
_____	_____
<i>Department Chair- up to \$2,500</i>	<i>Printed Name</i>
_____	_____
<i>Directors- up to \$5,000</i>	<i>Printed Name</i>
_____	_____
<i>Deans- up to \$10,000</i>	<i>Printed Name</i>
_____	_____
<i>Assistant or Associate Provost/Vice President- up to \$15,000</i>	<i>Printed Name</i>
_____	_____
<i>Vice President- up to \$25,000</i>	<i>Printed Name</i>
_____	_____
<i>Provost or Vice President of F&A- up to \$50,000</i>	<i>Printed Name</i>
_____	_____