

**SAN DIEGO STATE UNIVERSITY  
CHECK REQUEST**

**Date:**

**Payee:**

**Address:**

**Amount:**

**Purpose:**

**Account Number:**

**Special Delivery:**

**Authorized by:**

**Pay Alone**

**Rush**  **Need by date:**

**1099 Reportable?** No  Yes

**If yes, provide TIN or Social Security number.**

**Comments:**

**Please submit the check request to Accounts Payable MC: 1611 or  
hand deliver to AD-116. Please call the main line in Accounts  
Payable at 40894 for questions.**