### UNCSA Foundation, Inc.

#### Check Request Checklist

(Please check either "Attached" or "N/A" and attach the corresponding documentation and sign below prior to submitting form)

<table>
<thead>
<tr>
<th>Attached</th>
<th>Not Applicable</th>
</tr>
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#### Materials Required

**FOR A CHECK REQUEST**

- check request form
- invoice
- supporting documentation should be submitted in the same order as listed on the check request
- receipts taped down to an 8 1/2 x 11 sheet of paper that equal the amount of the check request
- meal receipts (if not taking per deim)
- missing receipt form, if needed
- list of attendees for each event
- written explanation should be detailed and document the business purpose for the expenditure
- w-9 for new vendors
- EFT vendor form (if you want to pay by wire transfer inside of the US)

Originator's Signature