



TEXAS CHRISTIAN UNIVERSITY

SUPPLIER CHECK DISBURSEMENT AUTHORIZATION FORM

All supplier checks must be mailed by the TCU Accounts Payable Department unless an exception is documented and approved via this form for an authorized TCU employee to pick up the check from Financial Services. This form must be completed by the applicable departmental employees requesting the exception and submitted to Accounts Payable with the supplier invoice or other payment documentation and Vice-Chancellor approval.

Jaggaer: Attach this form to the requisition and check the priority payment box. Also, please leave a comment indicating that the check needs to be picked up.

AP Invoices (For non 6XXX accounts): Attach this form to your email, add the word Priority to the email subject line, and indicate in the body of the email that the check needs to be picked up.

Supplier name: _____

Check amount: _____ Requested Check Pick-up Date: _____

Extension #: _____ Department Name: _____

Reason for TCU employee needing to pick up the check:

PLEASE NOTE: THE INDIVIDUAL APPROVING THIS FORM MAY NOT ALSO BE LISTED AS THE INDIVIDUAL WHO PICKS UP THE CHECK

If check will be released to a TCU employee for delivery to the supplier, I hereby certify that the specified employee will not release the check to the specified vendor until after all goods/services related to this payment have been fully received/completed.

TCU Budget Manager/Unit Head Name Date

TCU Budget Manager/Unit Head Signature Extension

Authorization for TCU Employee to Pick Up and Deliver Vendor Check:

TCU Employee Name: _____

As the responsible TCU employee, I certify that I will not release the check to the specified vendor until after all goods/services related to this payment have been fully received/completed.

Signature of TCU employee receiving the check Date