

Check Request

☐ Credit Card Request ([per Check Request & Credit Card Guidelines](#))



HARTNELL COLLEGE

411 Central Avenue
Salinas, CA 93901

Date:

REQUESTER INFORMATION

Name:

Dept:

Ext:

PAYMENT INFORMATION

(Please Note: When paying multiple student stipends, list in alpha order by last name.)

Colleague ID:

Provide the Colleague ID for the payment recipient listed below.

Name:

Address:

City:

State:

ZIP:

Country:

Doc ID*	Description	GL / Account Number	Amount
*Confirmation# / Invoice# / Order# / etc			Total:

Additional Information / Comments:

1st Dean/Director/Budget Manager

Date

2nd Dean/Director/Budget Manager (if applicable)

Date

VP/President (when required)

Date