



Adrian College

110 South Madison, Adrian, Michigan 49221

REQUISITION FORM

Please indicate which Request you need and provide the date by which you need it;
Date Needed of "ASAP" will be processed in 5 business days.

Request for CASH ADVANCE

Date Needed:

Request for PAYMENT BY CHECK

Date Needed:

Request for WORKPLACE CARD (must allow 10 days)

Date Needed:

Please attach documentation supporting the request. Original, itemized receipts are required for reimbursements. All food, travel (including mileage), and entertainment purchases must have documentation explaining the business purpose, date(s), location(s), and names of the participants.

Up to five (5) business days must be allowed for processing. Incomplete or missing account numbers, signatures, and/or documentation will require additional time for processing.

Payee or Vendor Suggested:

Vendor ID#:

A Federal W-9 form is required for all payees/vendors. Please contact the Business Office to confirm if a W-9 is already on file.

Payee/Vendor Complete Address:

Street Address

City, State, and Zip

ROUTING: All payments will be sent via USPS unless otherwise noted.

Hold for pick-up in Business Office

Send via Campus Mail to:

Call for pick-up; extension:

Electronic Payment/Direct Deposit is available for Employees, Students and Vendors. Please allow some additional time for processing of Electronic Payment/Direct Deposit.

Account Name:

Account:

Fund	Account	Department	Project ID	\$ Amount

Qty.	Description (Please be as specific as possible)	Amount
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Date

Department Approval

VP Approval

Business Office Approval