LA SIERRA UNIVERSITY
CHECK REQUEST FORM

☑ Mail check
☐ Hold for pick up

Send to Accounts Payable
If Payee is an LSU Employee Send to Payroll
Please do not use this form with an Invoice
Please use an Expense Report Form for all Reimbursements

Please Type or Print

Name/Payee	U.S.G.P.O.		Social Security Number:
Mailing Address	Superintendent of Documents		LSU ID Number:
City, State, and "ZIP"	Washington, DC 20402		

Requested by: Kitty Simmons	Date September 8, 2011
Department: Acquisitions	Telephone Ext.: X2515
Approved by: (Dept. Head)	Date
Approved by: (Administrator) Kitty Simmons	Date 9/8/11

Please Check One:
- ☐ Honorarium
- ☐ Travel Advance
- ☐ Services rendered, work, contract pay, etc.
- ☐ Scholarship
- ☑ Other

APPROVED SEP 15 2011
DUPLICATE 201-36

		Fund	Org	Account	Program	Amount
Account:	#	92001	2610	77005		$ 100.00
	#					$
	#					$
	#					$
				Total check Amount:		$100.00

Description: For Deposit Account

For Accounting Use Only

Vendor Number	
Document Number	
Pay Date	

GPO Form 1395
(R 1-04) P.58253-1

DEPOSIT ACCOUNT STATEMENT

UNITED STATES GOVERNMENT PRINTING OFFICE
SUPERINTENDENT OF DOCUMENTS
WASHINGTON, DC 20402

DATE	ACCOUNT NUMBER
AUG 31 11	013334-8

☐ CHECK FOR ADDRESS CHANGE. SHOW NEW ADDRESS BELOW.

LA SIERRA UNIV
LIBRARY ACQUISITION
4700 PIERCE ST
RIVERSIDE CA
92515

Transaction Code: 10

REMITTANCE $, 100.00

To replenish your Deposit Account, return the upper portion of this Statement with your check. Please indicate the amount of your remittance in the space provided. USE YOUR COMPLETE ACCOUNT NUMBER ON ALL CORRESPONDENCE AND ORDERS.

DATE	BATCH ID	ORDER NUMBER	STOCK NUMBER	AMOUNT
08-30	11242SOZ799	ZGM/2011 LASIE700L		30.00

ACCT-NBR
013334-8

OPENING BALANCE	TOTAL POST/HDLG	TOTAL SALES	TOTAL DEPOSITS	CLOSING BALANCE
127.21	0.00	30.00	0.00	97.21

☐ SEE REVERSE SIDE FOR INFORMATION CONCERNING STATEMENT.