



## Special Checks Form

**E-mail form to: [vendchecks@rfsuny.org](mailto:vendchecks@rfsuny.org)**

Requestor Name:	
Phone Number:	
E-Mail:	
Today's Date:	February 5, 2009
To:	Finance Office
Re:	The following checks need to be pulled for special handling from the batch indicated:

Input Date	Invoice Date	Supplier Name	Invoice Number	Amount	Payment Batch (mail or return)	Campus Location

Reason or Special Instructions:

For **UPS** requests, the following information is required:

Delivery Address:

  
  

UPS Account Number: