SEATTLE INSTITUTE FOR BIOMEDICAL AND CLINICAL RESEARCH

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CHECK REQUEST FORM

- All capital equipment and computers/laptops are to be purchased through the SIBCR accounting department. Personal reimbursement for computers and laptops <u>is not allowed</u>. Complete a *Purchase Order* for these items and contact accounting directly to order.
- Use the Subject Payment Request Form for subject payment check requests.

PI/Member Name		Account #	
RDIS# of VAPSHCS-Approved Project at SIBCR Supported by this Expenditure Payee Information Check to be issued and mailed to: Amount of Reimbursement			
			or Kennbursement
Name		\$	
Address			
City State	ZIP		
ATTACH ALL INVOICES OR RECEIPTS			
Description of Goods or Services Note that professional services must be pre-authorized by SIBCR.			
Justify purpose of this expenditure			
SIBCR PI/Member or Authorized Signatory			Date
SIBCR Office Use Only			
GL Coding			
SIBCR Accounting Approval			Entered