

USF RESEARCH FOUNDATION, INC.

Check Request

Check Payee _____ Mailing Address _____ (Home address required if USF employee) _____	Date _____ Fund Name _____ Fund Number _____ Account Number _____ (USFRF Use Only)
---	--

Invoice Number	Invoice Date	Description & Purpose of Expenditure	Amount
Total Amount of Check Request			\$0.00

If check request is for food or entertainment, provide the date, place and purpose of event as it relates to project. Also provide the number of people attending and their relationship to the research / educational project.

It is the responsibility of the initiator to obtain all required approvals in the area provided below. By signing below, I certify that this expenditure has been used for the research related purposes described above and directly supports the research/educational mission of the project.

Initiator	Phone	Authorized Signature	Phone
Dean/Director Signature (if required)			

**Expenditures in excess of \$199 for community/professional relations, public relations or similar activities require signature of payee's supervisor.*

Forward the original and one copy of this form, and the original and one copy of the invoice/receipt to the USF Research Foundation, 3802 Spectrum Blvd., Suite 100, Tampa, FL 33612-9220; or campus mail code: 30338 USF Holly Drive.