

**NYSC-AAUP CHECK AUTHORIZATION FORM (rev. 4/16)**

- 1) Requests for the issuance of a check must be submitted to the Executive Director and supported by appropriate documentation (Original receipt, invoice, etc.)
- 2) The request must be approved by the Executive Director and then submitted to the Treasurer; both the Executive Director and the Treasurer must approve the request.
- 3) Requests for checks to be issued to the Executive Director must be authorized by the President and the Treasurer; requests for checks to be issued to the Treasurer must be authorized by the Executive Director and the President.

**Date:** \_\_\_\_\_ **Request for check in the amount of:** \_\_\_\_\_

**Check to be issued payable to:** \_\_\_\_\_

**Purpose of the check:** \_\_\_\_\_

**Authorized signatures:**

_____ <b>Executive Director</b>	_____ <b>Date</b>
_____ <b>Treasurer</b>	_____ <b>Date</b>
_____ <b>President (if required)</b>	_____ <b>Date</b>

**Check #** \_\_\_\_\_ **issued on** \_\_\_\_\_ **in the amount of** \_\_\_\_\_

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