



### TEXAS CHRISTIAN UNIVERSITY DEPARTMENTAL CHECK REQUISITION

To be completed by department

Supplier Name

Supplier Address

Supplier Tax ID#

Is this an International supplier?    Yes                      No

Use of this form is limited to 1) when an invoice is not provided, and/or 2) requests coded to non 6XXX Accounts. All requests to pay outside suppliers charging 6XXX Accounts are to be submitted in Jaggaer. Submit completed form with backup to [apinvoices@tcu.edu](mailto:apinvoices@tcu.edu).

Quantity	Description of purchase/services, including date	Cost	Total

Authorized Codes   

Account    Fund    Dept    Project                      **Total Cost:**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dept. Name	Bldg. & Room #	TCU Box	Contact Person	Extension

Approver (Printed Name)	Date
Approver Signature	

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Approver Signature	