

Effective: 07/01/1997

Supersedes: 12/01/1991

Review Date: TBD

Issuing Office: [General Accounting Division](#)

EXHIBIT B

REQUEST FOR ISSUANCE OF CHECK

The above form can be found at the following website: <http://www-bfs.ucsd.edu/dis/pdf/f02017.pdf>

UNIVERSITY OF CALIFORNIA, SAN DIEGO

PAYMENT REQUEST
(Non-Payroll)

Payment to be Issued to & Mailing Address:		Date of Request:	<i>Disbursements Use Only</i> <i>Document Number</i>	
UCSD Employee ID Number/ Federal Employer Identification Number		For all payments to individuals or partnerships for rents, royalties, interest, fellowships, personal services, etc. that are subject to income tax reporting, complete the section below.		
Home Address if Different From Mailing Address				
		Resident of California? Yes <input type="checkbox"/> No <input type="checkbox"/>		
		If alien, country of residence:		Visa Status:
Is Payee a U.C. Employee? Yes <input type="checkbox"/> No <input type="checkbox"/>		Disbursements Use Only		
Check Here if Employee Without Salary <input type="checkbox"/>		Special Approvals		
Explanation of Payment (UC Purchase Order No., if applicable _____):			Amount:	
			Tax Amount: (If applicable)	
			Total:	
DEPARTMENT NAME		PREPARED BY	EXT.	MAIL CODE
				APPROVED BY (Authorized Signature)
INDEX	FUND	ACCOUNT	REFERENCE #	AMOUNT
FOR DISBURSEMENTS USE ONLY		1099 IND.:		TAX CODE: