

**Georgia Tech Foundation, Inc.**  
**Check request**

Date \_\_\_\_\_

Please make check payable to: \_\_\_\_\_

Object Code	GTF Account # (3-2-4)	Account Name	Amount
_____	_____ - 00 - _____	_____	_____
_____	_____ - 00 - _____	_____	_____
_____	_____ - 00 - _____	_____	_____
_____	_____ - 00 - _____	_____	_____
<b>Total</b>			_____

Description: \_\_\_\_\_  
 \_\_\_\_\_

Please attach original receipts and proper justification

Payee Signature \_\_\_\_\_

Mail Check To: \_\_\_\_\_  
 Name Dept. MC

Or

Call for Pickup: \_\_\_\_\_  
 Name Phone #

By my signature below. I certify that the above expenditure request is consistent with any applicable restrictions imposed on the funds and with the purpose and mission of the Institute. I further certify that any required reports of the use of the funds have been or will be provided in a timely manner.

Approval \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**For Accounting Use Only**

Period \_\_\_\_\_

Vendor ID \_\_\_\_\_

Invoice#	Amount
_____	_____
_____	_____
_____	_____
_____	_____

Pay Date \_\_\_\_\_

Doc. Amt. \_\_\_\_\_

Prop Control \_\_\_\_\_

Box 7 \_\_\_\_\_