

Human Resources

222 Administration Building Fayetteville Arkansas 72701 (479) 575-5351 (479) 575-5340 (FAX)

Payroll-Appointed Manual Check Request

Employee Name: _____

Employee ID: _____

Dollar amount: _____

Check will be available for pick up in the Arkansas Union room 214 with a picture id.

Email or phone # for notification when ready: _____

Reason for request:

Position #: _____

Date of change or new hire: _____

Manual check fee is \$50.00 per check

Category: _____

Company Cost Center: _____

Account #: _____

Approver Signature: _____

Approver Signature: _____

Person initiating this form: _____

Phone Number: _____

E-mail address: _____

HR USE ONLY

I9-DF _____

ADJ # _____

NRA _____

Date processed _____

Please fax this completed form to Payroll at (479)575-5340.