Accounts Payable
Vendor Check Release Form

Accounts Payable policy generally prohibits employees from picking up checks made payable to an outside (third party) vendor. Departmental requests to pick up a check for direct delivery to a vendor must be appropriately approved and justified using this form. This form should be submitted together with the related check request to assure that the request is known prior to processing payment.

Vendor Name: _____

Check Request Amount: _____

Check Request Date: _____

Authorized Employee: _____

Please provide a brief justification explaining why it is necessary to pay the vendor directly:

_____

_____

_____

_____

_____

_____

_____

Approver Printed Name: _____
(Director level or above)

Approver Signature: _____

Approval Date: _____

Accounts Payable Approver (Manager level or higher): _____
Date: _____