



## Special Physical Check Request Form for Awards or Honorariums

Send this form to Accounts Payable

If Payee is an employee of La Sierra University, please send this form to Payroll Office

When your check is available it can be picked up at the Bursar window

Please note: Checks are printed Tuesday and Thursday after 4 pm. Please select a Date Needed that gives sufficient time for you to pick up the check before it is required