



NEW MEXICO STATE UNIVERSITY
Check Release Form

Date: _____

Internal control procedures require that Accounts Payable mail all disbursements directly to the payee's address. I am requesting an exception to standard procedure for the following reason:

I hereby authorize Accounts Payable to release the check for PO# _____ or attached Direct Pay Request as follows:

Name of employee authorized to receive check _____

Department _____

Contact number _____

Approved (Department Head, Director or Dean) _____

If approved, Accounts Payable will notify the authorized individual that the check is available for pick-up. A picture I.D. will be required to receive the check. Please note that sound internal control procedures may prohibit approval.

Approved (Business and Finance) _____