

Special Handling Request Form

PLEASE NOTE: Same Day and Next Day not available for Gateway invoices
Attach the completed form to the FRONT of your request

U5-8SH (03-2017)

Check one (Same Day and Next Day not available for Gateway invoices)			
<input type="checkbox"/> Same Day Check / Direct Deposit	received by 10:00am (SD)		\$10.00
<input type="checkbox"/> Next Day Check / Direct Deposit	received by 1:00 pm (NX)		\$ 7.00
<input type="checkbox"/> Request to Pick up Check	\$5.00 plus applicable charge above (CP)		\$ 5.00
Payee as it appears on Payment Request or Invoice			
Submit with approved, original invoice or Payment Request. This form is not a substitute for regular documentation.	KK	INVOICE NO.	INVOICE DATE

Department Funding Information: Charges will post to the account indicated on the Payment Request or invoice unless otherwise indicated below. **NOTE: These fees may not be charged to Contract and Grants funds.**

Loc	Account	Fund	S	Obj Code	Cost Centr	Cost Type	Project	AMOUNT	

Approve by

I agree that circumstances justify incurring the above bank fees and possible additional return/reissues charges (two different authorizing signatures are required: this one, as well as the one on invoice or Form-5).

 Authorized approver other than invoice/payment approver Title Date

Department Contact

 Prepared by Extension Department

Submit this signed original to Accounting. No additional copies required by Accounting.

NOTE: In the transaction summaries of the Data Warehouse EZ Access—Accounts Payable queries, the Special Handling Fee will show as the amount paid to the vendor. Open "Detail" to see all the distribution lines of the transaction.

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