

**Earlham**  
**COLLEGE**  
Richmond, Indiana 47374

**CHECK WARRANT**

Date \_\_\_\_\_

CHECK PAYABLE TO:

for \$ \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Social Security Number \_\_\_\_\_

Additional Routing Information \_\_\_\_\_

Account Number	Amount	Description

Originated by \_\_\_\_\_

Approved by \_\_\_\_\_

Notes:

Check Warrants should only be used in the event that the payee does not issue invoices.

Receipts for reimbursable expenses MUST be attached to the check warrant.  
Reimbursements for individuals on campus (students, staff, and faculty) that are less than \$200 can be made at the Accounting Office Cashier's Window using the cash reimbursement form.

All stipend and honoraria payment requests for non-Earlham persons MUST include the recipient's HOME ADDRESS & SOCIAL SECURITY NUMBER. If the individual will receive \$600 or more in a given calendar year, we also need a W-9, "Request for Taxpayer Identification Number and Certification" Form completed.