



You must use **Adobe Acrobat READER** to fill out this form.

Return this completed form to Accounts Payable, Non-PO Desk, Mailstop 90J-106.

### Request for Issuance of Check (RFIC) Form

1. Original receipts must be stapled to the back of this form.
2. Checks will be issued in US Dollars.
3. Electronic transfers (wires) can be sent in any currency.
4. Attach an addressed envelope for checks sent to a party other than the payee listed below

#### Payee Information

Payee: \_\_\_\_\_ Date: \_\_\_\_\_

Business Address or Mailstop: \_\_\_\_\_

Mailing Address if Different from Above: \_\_\_\_\_

Employee ID: \_\_\_\_\_

#### Payment Explanation & Business Purpose (Staple original receipts to back of form)

Project ID	Resource Category (select one)	Invoice Date	Invoice No.	Amount (\$)	CA Sale Tax (\$)	Shipping Charges (\$)	Total (\$)
<b>GRAND TOTAL:</b>							

#### Event Costs

For event-related (meeting or conference) costs, provide the Event ID from the Event Approval Database: \_\_\_\_\_

#### Preparer Information and Signatures

Prepared by: \_\_\_\_\_ Preparer's Phone No.: \_\_\_\_\_

I certify these expenses are allowable and incurred for the official business of Berkeley Lab in accordance with policy. The expenses claimed are not reimbursed by others.

\_\_\_\_\_  
**Payee's signature** (Not required for vendors)

Date: \_\_\_\_\_

CFO Approver: \_\_\_\_\_

\*Quote Permit No. SRCH 21-835970 for sales tax waiver.

I certify these expenses are allowable and represent official Berkeley Lab business to be charged to the projects listed.

\_\_\_\_\_  
**Approver's signature** (For control purposes, the Payee cannot be the Approver)

Date: \_\_\_\_\_

\_\_\_\_\_  
**Print name of approver**

(Approver must be authorized in the SAS.)